# SHARP®

Mid-Range System Solution

ER-A570 and ER-A610

Customer Handbook
Operation Manual
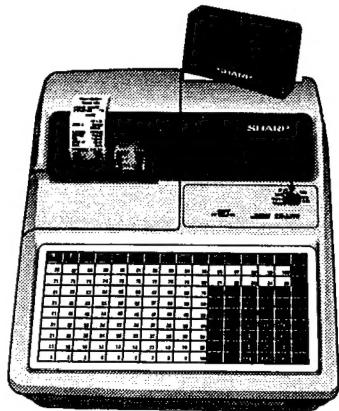
ER-A570

ER-A610

Introduction

Thank you for purchasing the SHARP Model ER-A570/A610. Please read this manual carefully before operating your machine in order to gain a full understanding of its functions and features.

Please keep this manual for future reference, it will help you if you should encounter any operational problems.

Sharp is not liable for technical or editorial errors or omissions contained herein.

For Your Records

Please record below the model number and serial number, for easy reference, in case of loss or theft. These numbers are located on the right side of the unit. Space is provided for further pertinent data.

Model Number

_____

Serial Number

_____

Date of Purchase

_____

Place of Purchase

_____
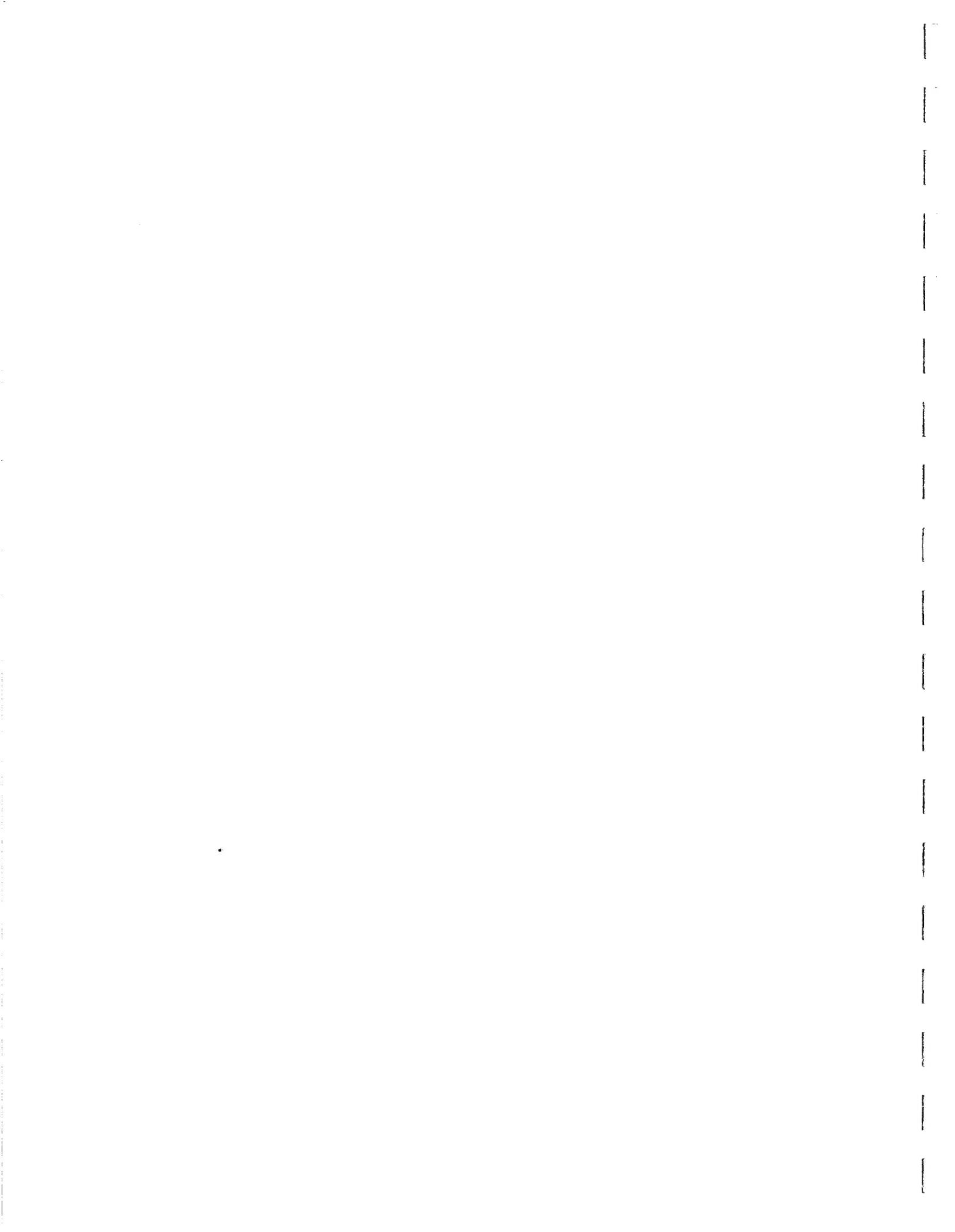
Mid-Range System Solution

For the Manager

Mid-Range System Solution

The ER-A570/A610 provides several keyboard controls. These controls are programmable per key and globally (via PGM job# 2616).
Entries placed under manager control operate in the same manner as they would in the REG mode but with the mode switch in the MGR position.

Functions available include:
1. All operations available in REG mode
2. Switching to VOID mode
3. Override of programmed HALO

1. Override Entries

Procedure
1. Turn the key to the mode position labeled MGR.
2. Make the override entry.

Example: Selling a $15.00 item (dept. 2) for cash and subtracting the coupon amount $2.50 from the sale amount. (This example presumes that the register has been programmed not to allow coupon entries over $2.00.)

Key operation	
	1500 [2]
REG-mode entries	250 [θ2] ..Error
	[CL]
Turn the mode switch to the MGR position.	
	250 [θ2]
Return the mode switch to the REG position.	[CA/AT]

Print

```
DPT.02          $15.00
(-)2             -2.50

CASH            $12.50
```

2. Correction after finalizing a transaction

When you need to void incorrect entries that servers cannot correct (incorrect entries that are found after finalizing a transaction or cannot be corrected by the direct or indirect void functions), follow this procedure in the MGR mode.
(1) Turn the mode switch to the MGR position.
(2) Press the [VOID] key to put your register in the VOID mode.
(3) Repeat the entries that are recorded on the incorrect receipt. (All data for the incorrect receipt is then removed from register memory; the voided amounts are added to the MGR VOID totalizer.)

Incorrect receipt

```
PL000008         $1.25
DPT.02           $5.00

CASH             $6.25
```

Cancellation receipt

```
        *VOID*
PL000008         $1.25
DPT.02           $5.00

CASH             $6.25
```

Note: Your machine leaves the VOID mode whenever a transaction is completed (i.e. finalized). To void additional transactions repeat steps (2) and (3) above.

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For the Operator

Mid-Range System Solution

INTRODUCTION

◆ Preparations for entries

(1) Put the operator key in the mode switch and turn it to the REG position.
(2) Check to see if your register has both the journal and receipt rolls. If your register lacks these rolls or has low rolls, install new paper rolls or replace the old rolls with new ones.
(3) Sign on a server. See "Server Code Entries" page 7.

◆ Error warning

In the following examples, your register will go into an error state accompanied with a warning beep and the error message "MISOPERATION" or "ENTRY ERROR" on the display. Clear the error state by pressing the [CL] key and perform the correct operation.

(1) When you enter an over 32-digit number (entry limit overflow):
  • Cancel the entry and re-enter a correct number.

(2) When you make an error in key operation:
  • Clear the error and operate the keys correctly.

(3) When you make an entry beyond a programmed amount entry limit:
  • Check to see if the entered amount is correct. If it is correct, it can be rung up in the MGR mode. Contact your manager.

(4) When an including-tax subtotal exceeds eight digits:
  • Delete the subtotal by pressing the [CL] key and press the [CA/AT] , [CA2] , [CHK] , or [CH1] thru [CH8] key to finalize the transaction.

◆ Sample receipt

```
                      08/27/95  6:01PM
                      123456#1098        **10
                              JIM

                      DPT.05            $10.00
                      DPT.02             $5.00

                      ITEMS                 2Q
                      ***TOTAL          $15.00
                      Cash              $20.00
                      Change             $5.00
```

Date/Time — 08/27/95 6:01PM
Register no./Consecutive no. — 123456#1098
**10 — Server code
— Server name
$10.00 — Item entry
Number of purchases (Your machine allows you to print this line by programming Job# 2616.)
Sales total
Cash amount tendered
Change due

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ENTRIES

1. Server code entries

Prior to an item entry, the server may be compelled to enter his or her assigned server code. However, this may not be necessary where the same server code is used in the next transaction and the register has not been programmed for "Automatic server code sign-off". See your local authorized dealer for more information.

Server codes are available in three types: invisible type, which is not displayed, visible type, which is displayed, and 1 hole "real key" lock. (For how to select these types, consult your local dealer.)

Procedure

To enter an invisible server code:

$\boxed{\substack{\text{SERV} \\ \#}}$ ⟶ XXXX ⟶ $\boxed{\substack{\text{SERV} \\ \#}}$ ⟶ (When a preset drawer no. has been programmed) Drawer no. (0 to 4) ⟶ $\boxed{\text{SBTL}}$ ⟶
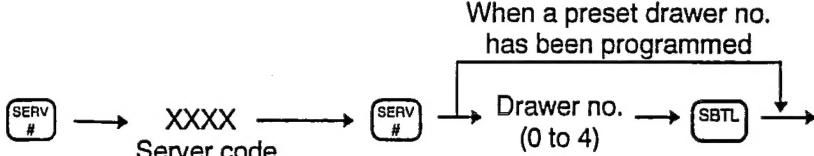
Server code

To enter a visible server code:

XXXX ⟶ $\boxed{\substack{\text{SERV} \\ \#}}$ ⟶ (When a preset drawer no. has been programmed) Drawer no. (0 to 4) ⟶ $\boxed{\text{SBTL}}$ ⟶

Server code

To enter a keyed server:

Insert key in "Real key" lock ⟶ $\boxed{\substack{\text{SERV} \\ \#}}$ ⟶ (When a preset drawer no. has been programmed) Drawer no. (0 to 4) ⟶ $\boxed{\text{SBTL}}$ ⟶
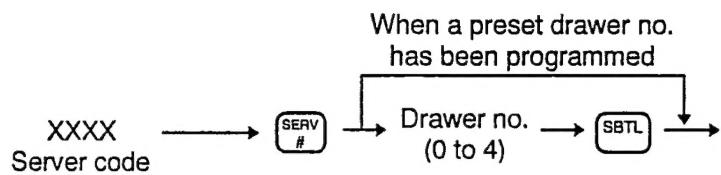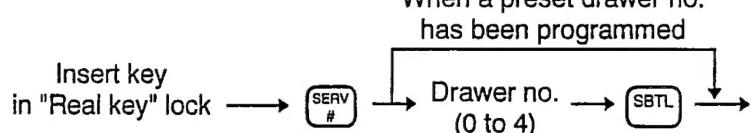
Note:
- When the server entry system is programmed as "stay-down mode", a previous server is not signed off when a different server attempts to sign on. (The "ALREADY ON" error occurs.)
- When the server entry system is programmed as "automatic sign-off mode", a different server is able to sign on when a previous server signs on. At this time a previous server is automatically signed off.
- Once an item entry has been made the server number cannot be changed.

The sign-off operation can be performed by using the following procedure only in the MGR mode.

To sign off an invisible server code: ⟶ $\boxed{\substack{\text{SERV} \\ \#}}$ ⟶ $\boxed{\substack{\text{SERV} \\ \#}}$

To sign off a visible server code: ⟶ $\boxed{\substack{\text{SERV} \\ \#}}$
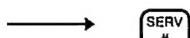
2. Item entries

(1) Single item entries

• *Entries into departments*

Procedure

When using a programmed price

Enter Price (max. 7 digits) → DEPT (Direct Dept. entries)

When using a programmed price

Dept. code → DEPT # → Enter Price (max. 7 digits) → AMT (Indirect Dept. entries)
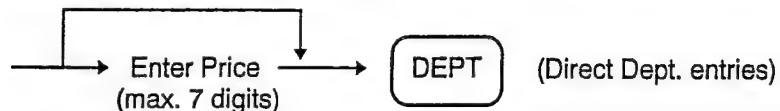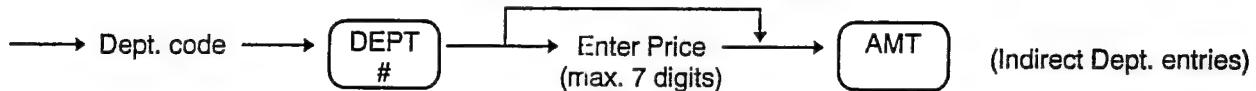
Example: Selling a $12.00 item (dept. 6) and a $5.00 - programmed - item (dept. 7) for cash

Key operation	Print
1200 [6] [7] [CA/AT]	DPT.06 $12.00 DPT.07 $5.00 CASH $17.00

• *PLU entries*

For an indirect PLU: Enter a PLU number and press the [PLU/SUB] key.
For a direct PLU: Press any direct PLU key that has been preset on the keyboard.

Procedure

PLU number → [PLU/SUB] (Indirect PLU entry)
→ [Direct PLU] (Direct PLU entry)
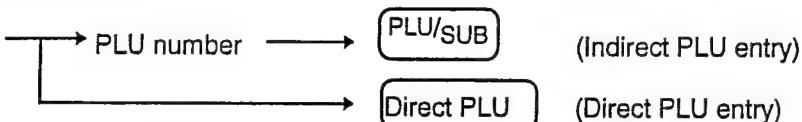
Example: Selling a $1.50 item (PLU no. 2) and a $12.75 item (PLU no. 50: direct PLU) for cash

Key operation	Print
2 [PLU/SUB] [50] [CA/AT]	PL000002 $1.50 PL000050 $12.75 CASH $14.25

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• **Subdepartment (Open PLU) entries**

Note: The programmed price of the Open PLU becomes the HALO for the amount entered in a subdepartment entry.

Follow this sequence:

Procedure

PLU number ⟶ [PLU/SUB] ⟶ enter price (max. 7 digits) ⟶ [AMT]

⟶ enter price (max. 7 digits) ⟶ [Direct PLU]
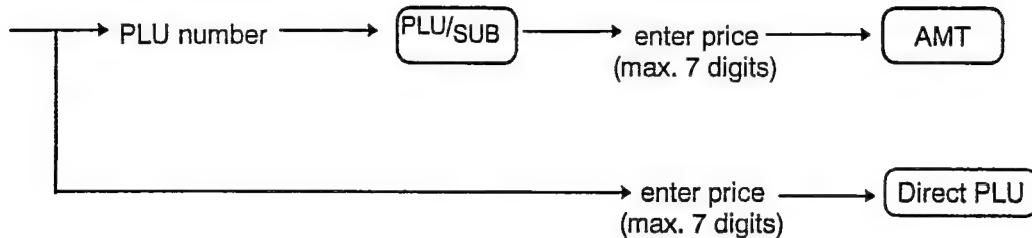
Example: Selling a $12.00 item (indirect PLU no. 60 - subdept.) and a $10.00 item (indirect PLU no. 70 - subdept.) for cash

Key operation	Print
60 [PLU/SUB] 1200 [AMT] 70 [PLU/SUB] 1000 [AMT] [CA/AT]	PL000060 $12.00 PL000070 $10.00 CASH $22.00

• **UPC entries**

Follow this sequence:

Procedure

UPC code ⟶ [UPC]
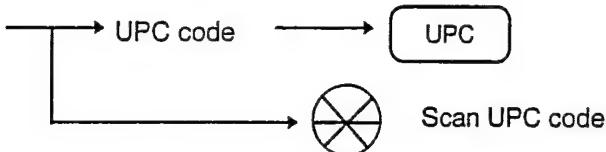
⊗ Scan UPC code

Note: The entry of a UPC (or EAN) code through the scanner is indicated by ⊗

Example: Selling a $12.75 item (UPC code 32345678910) for cash.

Key operation	Print
32345678910 [AMT] [CA/AT]	323456789108# JUICE-A $12.75 CASH $22.00

Mid-Range System Solution

• UPC Learning Function

When the Learning Function is enabled (PGM Job# 2616 Selection 10C) and a code entered for a UPC (or EAN) entry does not exist in the UPC master file, the operator will be requred to enter the unit price and associated department. The code, associated department, and unit price entered are recorded in the dynamic UPC file, if allocated for, and used for future UPC entries. When the dynamic UPC file is not allocated for, the new record is stored in the master UPC file.

Procedure
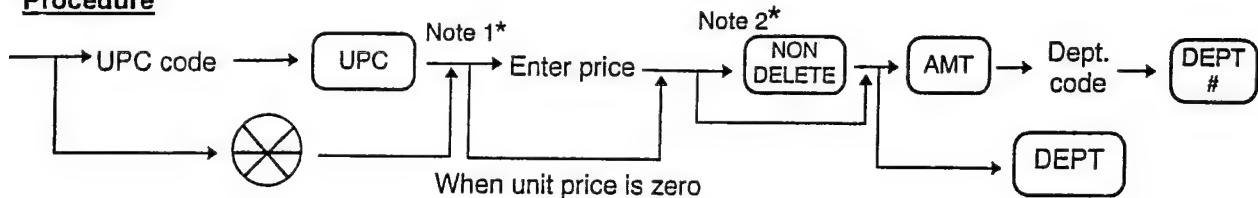
Note 1* If the UPC does not exist, the display will show "NO RECORD" and beep 3 times. The display will then show "PRICE → DEPT".

Note 2* This key is used when the UPC being entered is exempted from the Auto Delete function. For more information see the section labeled "UPC Delete".

• UPC Delete Function

UPC codes which have not been accessed during a preset period of time can be deleted. The ER-A570/A610 has two methods for deleting non-accessed UPC data:

1. Automatically after the Daily Transaction Z1
2. Manually via the following procedure:

X1/Z1 mode:

DELETE

The method of deletion is programmed via PGM job# 2616 Selection 11E.

Note: This function prints all deleted UPC data.

(2) Repeat entries

You can use this function for entering a sale of two or more same items.

Example: Selling these items for cash

Dept./PLU no.	Unit price	Q'ty
Dept. 8	$2.00	3
PLU no. 10	($7.15)	3
PLU no. 60 (Subdept.)	$5.00	2
PLU no. 50 (Direct PLU)	($12.75)	3

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Mid-Range System Solution

Key operation		Print	

Key operation column:

Repeated dept. entry — 200 [8] [8] [8]

Repeated PLU entry (indirect PLU) — [PLU/SUB] [PLU/SUB] [PLU/SUB]

Repeated subdept entry — 60 [PLU/SUB] 500 [PLU/SUB] [PLU/SUB]

Repeated PLU entry (direct PLU) — [50] [50] [50] [CA/AT]

Print column:

DPT.08	$2.00
DPT.08	$2.00
DPT.08	$2.00
PL000010	$7.15
PL000010	$7.15
PL000010	$7.15
PL000060	$5.00
PL000060	$5.00
PL000050	$12.75
PL000050	$12.75
PL000050	$12.75
CASH	$75.70

Note: You can use the [REPEAT] key to repeat entries instead of department, PLU/SUB, UPC, or AMT key.

(3) Multiplication entries

Use this feature when you need to enter two or more same items.
This feature helps when you sell a large quantity of items or need to enter quantities that contain decimals.

Procedure

When using a programmed unit price
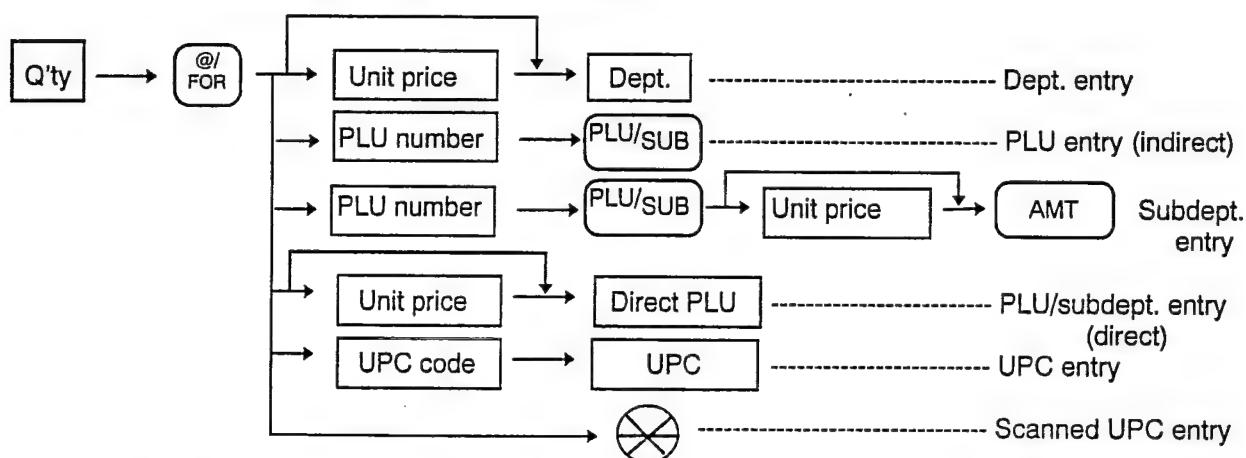
- Q'ty: Up to four-digit integer + three-digit decimal
- Unit price: Less than the programmed HALO
- Q'ty x unit price: Up to seven digits

Mid-Range System Solution

Example: Selling these items for cash

Dept./PLU no.	Unit price	Q'ty
Dept. 8	$1.65	7.5
PLU no. 13 (Indirect PLU)	($2.10)	15
PLU no. 58 (Direct PLU)	($3.00)	8.25
PLU no. 60 - Subdept.	$1.00	3

Key operation

7 [·] 5 [@/FOR]

165 [8]

15 [@/FOR]

13 [PLU/SUB]

8 [·] 25 [@/FOR]

[58]

3 [@/FOR]

60 [PLU/SUB]

100 [PLU/SUB]

[CA/AT]

Print

```
                7.5@ 1.65
DPT.08          $12.38
                15@ 2.10
PL000013        $31.50
              8.25@ 3.00
PL000058        $24.75
                3@ 1.00
PL000060        $3.00

CASH            $71.63
```

(4) Split-pricing entries

You will use this function when your customer wants to purchase more or less than base quantity of a loose item.

Procedure

When using a programmed unit price

Selling Q'ty → [@/FOR] → Base Q'ty → [@/FOR] → Unit price per base q'ty → Dept.

→ PLU no. → [PLU/SUB]

→ PLU no. → [PLU/SUB] → Unit price per base q'ty → AMT

→ Unit price → Direct PLU

Cont'd

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Only when you use a base
q'ty programmed for a PLU no.

```
PLU no. ──→ PLU/SUB ──┐
PLU no. ──→ PLU/SUB ──→ Unit price    ──→ AMT
                         per base q'ty

        ┌─→ Unit price ──→ Direct PLU
        │
        ├─→ UPC code ──→ UPC
        │
        └────────────────→ ⊗
```
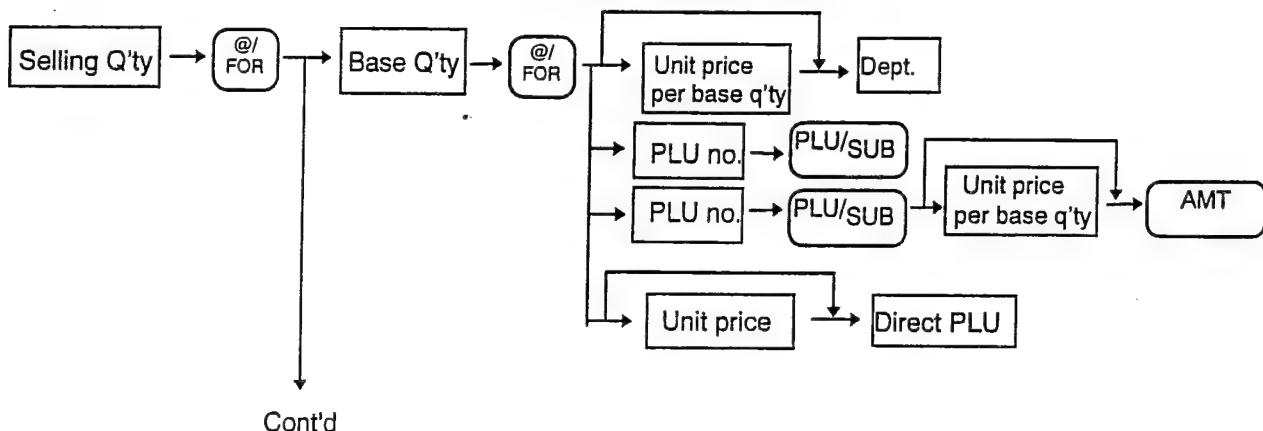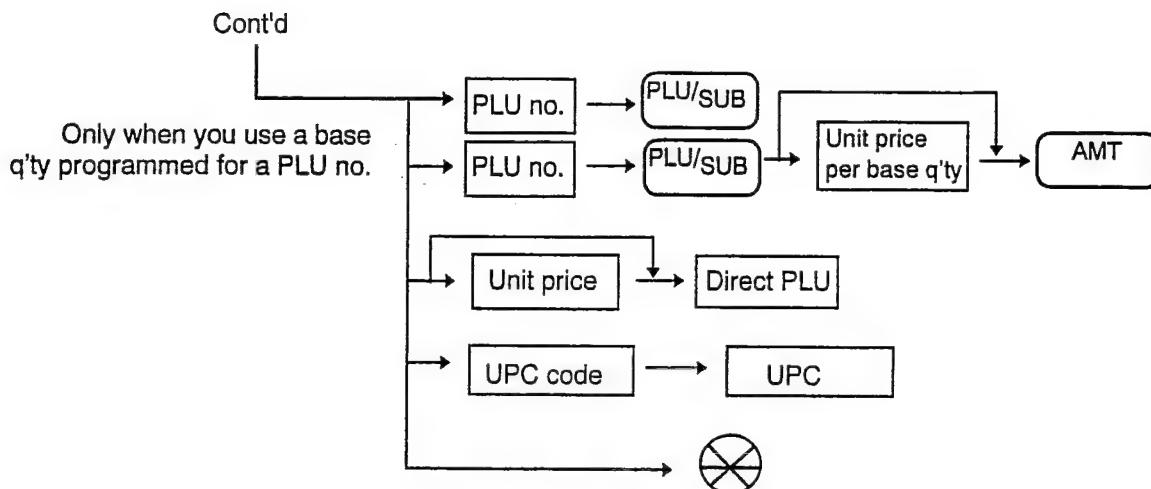
- Selling quantity: Up to four-digit integer + three-digit decimal
- Base quantity: Up to two digits (integer)

Example: Selling these items for cash

Dept./PLU no.	Base q'ty, unit price per base q'ty	Selling q'ty
Dept. 7	10 pieces. $6.00	7 pieces
PLU no. 35	5 pieces, $3.00 (programmed)	8 pieces

Key operation

```
  7  [@/FOR]
 10  [@/FOR]
600  [7]
  8  [@/FOR]
 35  [PLU/SUB]
     [CA/AT]
```

Print

```
          7@ 10/ 6.00
DPT.07         $4.20
          8@  5/ 3.00
PL000035       $4.80

CASH          $9.00
```

(5) Scale entries

Your terminal can be programmed for manual or automatic method for scale entry. If the manual method is chosen, the server needs to enter the scale amount manually. If the automatic method is chosen, the weight is automatically read from the connected scale (option) and appears in the register display.

• *Manual scale entries*

<u>Procedure</u>
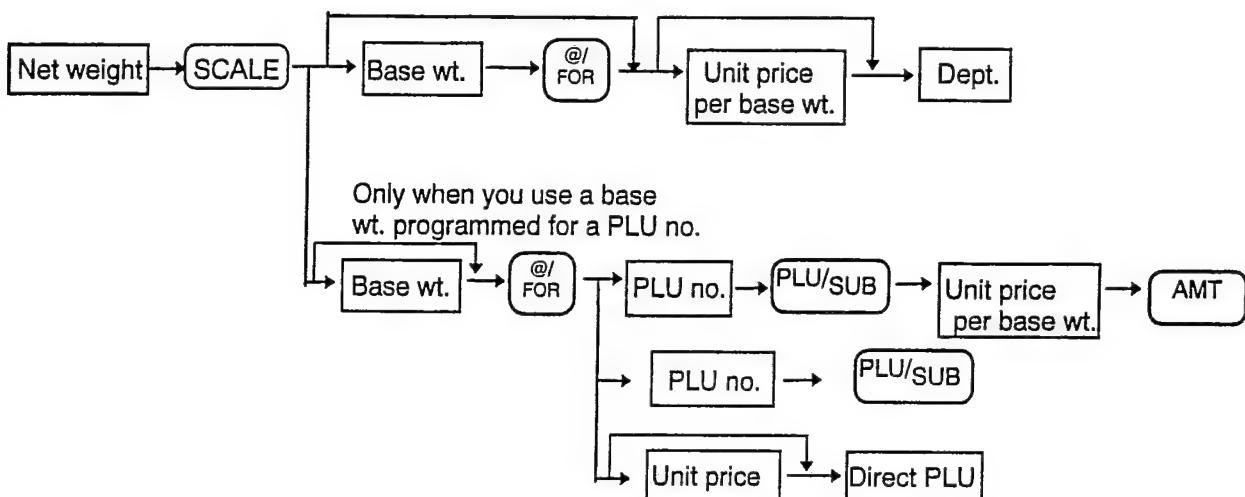
• Net weight: up to 5 digits (2-digit integer + 3-digit decimal, or 2-digit integer)
• Base weight: up to 2 digits (integer)

Note: The net weight is automatically calculated using the programmed tare no.

Example: Selling these items for cash

Dept./PLU no.	Unit price	Weight (LB)
Dept. 8	$2.00	3
PLU no. 10	($7.15)	3 (base wt.: 15)

Key operation	Print
3 [SCALE] 200 [8] 3 [SCALE] 10 [PLU/SUB] [CA/AT]	3lb @ 2.00/lb DPT.08 $6.00 3lb @ 15/ 7.15/lb PL000010 $1.43 CASH $7.43

Mid-Range System Solution

• *Automatic scale entries*

Procedure
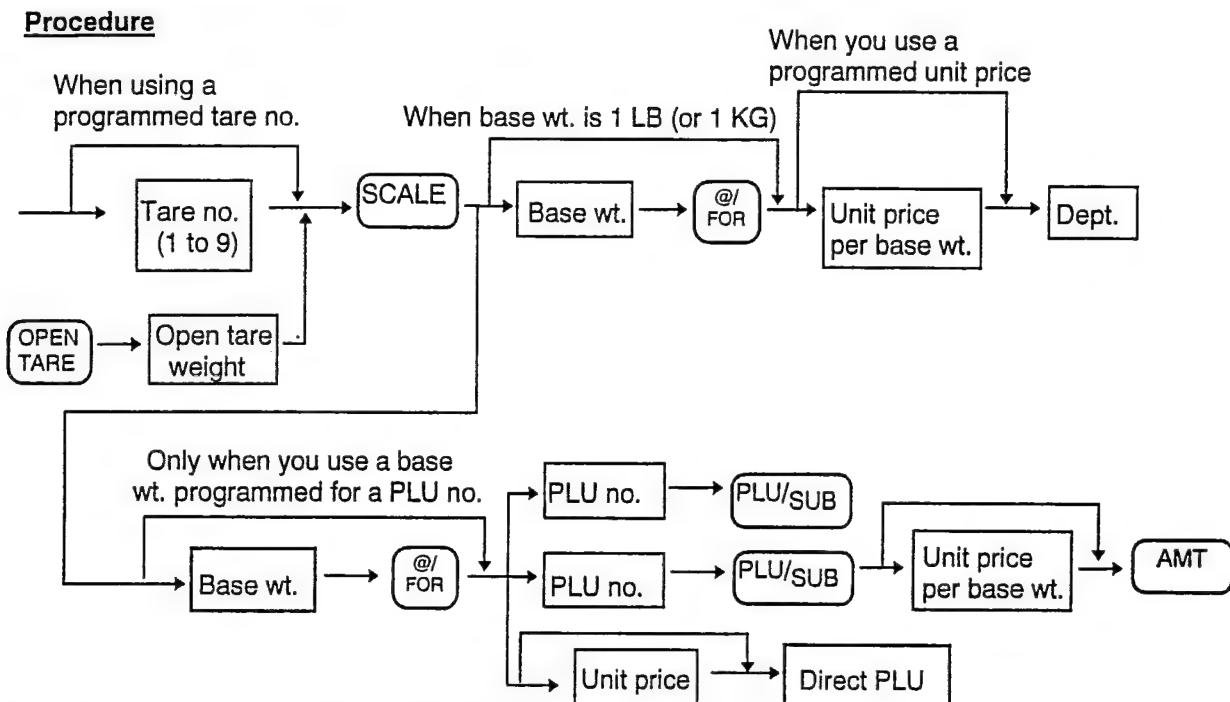
- Net weight:: up to 5 digits (integer + decimal)
- Base weight: up to 2 digits (integer)
- Open tare weight: up to 5 digits (integer + decimal)
- Tare no.: 1 to 9

Note 1: The register can be programmed with up to nine tare tables and allows different tares to be assigned to them.

Note 2: When the [SCALE] key is pressed, the weight is automatically read from the connected scale (option) and the net weight appears in the register display.

Note 3: When the dept. or PLU is programmed for "Scale entry compulsory", it is not necessary to press the [SCALE] key.

Example: Selling these items for cash

Dept./PLU no.	Unit price	Weight (LB)
Dept. 8	$2.00	3
PLU no. 10	($7.15)	3 (base wt.: 15)

Key operation

[SCALE] 200 [8]
[SCALE] 10 [PLU/SUB]
[CA/AT]

Print

```
        3lb @ 2.00/lb
DPT.08           $6.00
   3lb @ 15/ 7.15/lb
PL000010         $1.43

CASH             $7.43
```

Mid-Range System Solution

- *Issue of tare weight receipt*

Procedure

$$\boxed{\text{OPEN TARE}} \longrightarrow \boxed{\text{Open tare weight}} \longrightarrow \boxed{\text{SCALE}} \longrightarrow \boxed{\text{CA/ AT}}$$
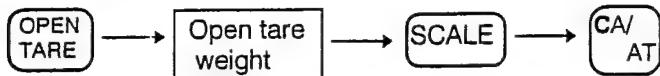
- Open tare weight: up to 5 digits (integer + decimal)

Example: To issue a tare weight (0.5 lb) receipt

Key operation	Print
[OPEN TARE] [·] 5 [SCALE] [CA/ AT]	TARE WT. 0.50 lb

(6) Single item cash sale (SICS)/single item finalize (SIF) entries

① *SICS entries*
  - This function is useful when a sale is for only one item and is for cash; such as a pack of cigarettes. This function is applicable only to those departments that have been set for SICS or to their associated PLUs, subdepartments, or UPCs.
  - The transaction is finalized and the drawer opens as soon as you press the department key.

Example: Selling a $2.50 item (dept. 9, set for SICS)

Key operation	Print
For finishing the transaction → 250 [9]	DPT.09 $2.50 CASH $2.50

Note: If the department, PLU/Subdepartment, or UPC set for SICS is preceded by another item registration, the sale is not finalized upon registration. The sale becomes a normal sale.

② *SIF entries*
  - Like the SICS function, this function is available for single-item cash settlement.
  - If a registration to a department, PLU/subdepartment, or UPC set for SIF follows the ones to departments, PLU/subdepartments, or UPC not set for SIF, the transaction is finalized immediately as a cash sale.

Example: Selling a $17.45 item (dept. 8, normal) and another $15.00 item (dept. 9, set for SIF) for cash

Key operation	Print
1745 [8] For finishing the transaction → 1500 [9]	DPT.08 $17.45 DPT.09 $15.00 CASH $32.45

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3. Display of subtotals

Your register provides these six types of subtotals:

(1) Merchandise subtotal

Press the ⌈MDSE/SBTL⌋ key at any point during a transaction. The net sale subtotal - excluding add-on tax - and "MDSE ST" will appear in the display.

(2) Taxable subtotals

① **Taxable 1 subtotal**

Press the ⌈TAX1/SHIFT⌋ and ⌈SBTL⌋ keys in this sequence at any point during a transaction. The sale subtotal of taxable 1 items and "TAX1 ST" will appear in the display.

② **Taxable 2 subtotal**

Press the ⌈TAX2/SHIFT⌋ and ⌈SBTL⌋ keys in this sequence at any point during a transaction. The sale subtotal of taxable 2 items and "TAX2 ST" will appear in the display.

③ **Taxable 3 subtotal**

Press the ⌈TAX3/SHIFT⌋ and ⌈SBTL⌋ keys in this sequence at any point during a transaction. The sale subtotal of taxable 3 items and "TAX3 ST" will appear in the display.

④ **Taxable 4 subtotal**

Press the ⌈TAX4/SHIFT⌋ and ⌈SBTL⌋ keys in this sequence at any point during a transaction. The sale subtotal of taxable 4 items and "TAX4 ST" will appear in the display.

(3) Including-tax subtotal (full subtotal)

Press the ⌈SBTL⌋ key at any point during a transaction. The sale subtotal including tax and "SUBTOTAL" will appear in the display and the "ST" lamp will light up.

(4) Food stamp-eligible subtotal

Press the ⌈FS/TEND⌋ key at any point during a transaction. The sale subtotal of items eligible for food stamp payment will appear in the display and the "FS" and "ST" lamps will light up.

(5) Tray subtotal

Press the ⌈TRAY/SBTL⌋ key during a transaction in the REG or MGR mode.
The contents of the tray total itemizer which accumulates the merchandise subtotals are printed, displayed, and cleared.

(6) Eat in/take out subtotal

Press an eat in (or take out) key prior to entering a payment. Your register will figure out a subtotal according to the programmed tax forgiveness status and display the subtotal and the message ("EAT IN 1", "EAT IN 2", "EAT IN 3"), and the "ST" lamp will light up. After the eat in (or take out) key is pressed, you must finalize the transaction by making a payment entry. Just after the depression of the eat in (or take out) key, however, you can cancel the entry of that key by pressing the ⌈CL⌋ key or another eat in (or take out) key.

Mid-Range System Solution

4. Finalization of transaction

(1) Cash or check tendering

Press the [SBTL] key to get an including-tax subtotal, enter the amount tendered by your customer, then press the [CA/AT] or [CA2] key if it is a cash tender or press the [CHK] key if it is a check tender.

When the amount tendered is greater than the amount of the sale, your register will show the change due amount, the message "CHANGE" will appear in the display, and the "CG" lamp will light up. Otherwise your register will show a deficit and the message "DUE". Make the correct tender entry.

Example: Your customer pays $10.00 for an including-tax subtotal of $7.35.

• Cash tendering

Key operation	Print

~ [SBTL]
 1000 [CA/AT]
	```*** TOTAL $7.35```
	 ```CASH $10.00```
	 ```CHANGE $2.65```

• Check tendering

Key operation	Print

~ [SBTL]
 1000 [CHK]
	```*** TOTAL $7.35```
	 ```CHECK $10.00```
	 ```CHANGE $2.65```

(2) Mixed tendering (check + cash)

Example: Your customer pays $10.00 in check and $5.00 in cash for an including-tax subtotal of $14.56.

Key operation	Print

~ [SBTL]
 1000 [CHK]
 500 [CA/AT]
	```*** TOTAL $14.56```
	 ```CHECK $10.00```
	 ```CASH $5.00```
	 ```CHANGE $0.44```

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Mid-Range System Solution

(3) Cash or check sale that does not need any tender entry

Enter items and press the $\boxed{\text{CA/}_{\text{AT}}}$ or $\boxed{\text{CA2}}$ key if it is a cash sale or press the $\boxed{\text{CHK}}$ key if it is a check sale.
Your register will display the total sale amount.

Example: Selling a $3.00 item (dept. 6) and another $7.15 item (PLU no. 10) for cash

Key operation	Print
300 $\boxed{6}$	
10 $\boxed{\text{PLU/}_{\text{SUB}}}$	
$\boxed{\text{CA/}_{\text{AT}}}$	

```
DPT.06            $3.00
PL000010          $7.15

CASH             $10.15
```

In the case of a check sale

```
CHECK            $10.15
```

(4) Charge (credit) sale

Enter items and press the corresponding charge keys ($\boxed{\text{CH1}}$ thru $\boxed{\text{CH8}}$).

Example: Selling a $25.00 item (dept. 6) and a $32.50 item (dept. 7) and accepting the payment by charge 1 account.

Key operation	Print
2500 $\boxed{6}$	
3250 $\boxed{7}$	
$\boxed{\text{CH1}}$	

```
DPT.06           $25.00
DPT.07           $32.50

CHARGE1          $57.50
```

Amount tendering operations (i.e., change calculations) can be achieved by the $\boxed{\text{CH1}}$ thru $\boxed{\text{CH8}}$ keys when PGM2 programming has allowed.

Mid-Range System Solution

(5) Mixed-tender sale (cash or check tendering + charge tendering)

Example: Your customer pays $9.50 in cash and $40.00 by Charge 1 for an including-tax subtotal of $49.50.

Key operation	Print
[SBTL] 950 [CA/AT] [CH1]	***TOTAL $49.50 CASH $9.50 CHARGE1 $40.00

Note: Press the [CHK] key or the [CH1] thru [CH8] keys in place of the [CA/AT] key when your customer makes payment in checks or by charge account.

(6) Food stamp tendering (not applicable in Canada)

If your customer makes payment (or tendering) in food stamps, obtain the food stamp-eligible subtotal * by pressing the [FS TEND] key and make a food stamp tender entry before entering a cash or check tender.

* Note: The food stamp-eligible subtotal depends upon how your register is programmed about the food stamp eligibility of the automatic tax on a sale of items eligible for food stamp payment, or whether your register is programmed to allow the automatic tax to be paid in food stamps or not or to exempt taxation or not. The example below presupposes that your register has been programmed to exempt taxation.

① When the amount tendered in food stamps is greater than the food stamp-eligible subtotal:
   Your register shows two change due amounts in its display. The food stamp change due appears at the left of the display in dollars and the cash change at the right in cents.

• When you sell only items eligible for food stamp payment:

Example: Your customer purchases a $4.25 item (dept. 4, taxable 1, eligible for food stamp payment) and another $4.00 item (PLU no. 34, taxable 2, eligible for food stamp payment) and tenders $10.00 food stamps for them.

Key operation	Print	Display
425 [4] 34 [PLU/SUB] To display the food → [FS TEND] stamp-eligible subtotal 1000 [FS TEND]	DPT.04 ',1$4.25 PL000034 ',2$4.00 ***TOTAL $8.25 FS ST $8.25 FS TEND $10.00 FS CG $1.00 CHANGE $0.75	1F 0.75 Food stamp change due Cash change due

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Mid-Range System Solution

• Mixed sale of an item eligible for food stamps and another item not eligible for food stamps

Example: Your customer purchases a $2.48 item (dept. 5, taxable 1, eligible for food stamps) and another $5.42 item (dept. 6, non-taxable, ineligible for food stamps) and pays $5.00 in food stamps and $5.00 in cash

Key operation	Print	Display

Key operation

248	5
542	6
	FS TEND
500	FS TEND
500	CA/AT

Print

```
DPT.05          ',1$2.48
DPT.06            $5.42

***TOTAL          $7.90
FS ST             $2.48
FS TEND           $5.00
FS CG             $2.00
CASH              $5.00
CHANGE            $0.10
```

Display

```
2F          0.10
```

Food stamp change due

Cash change due

② When the food stamp tender is smaller then the food stamp-eligible subtotal:
• Accept the remainder in food stamps, in cash, or check.
However, if your register is programmed to exempt taxation, it cannot accept additional food stamp tender.

Example: Your customer buys a $3.18 item (dept. 5, taxable 1, eligible for food stamps) and another $1.24 item (dept. 7. taxable 2, eligible for food stamps) and pays $4.00 in food stamps and the remainder - $1.00 - in cash.

Key operation

318	5
124	7
	FS TEND
400	FS TEND
100	CA/AT

To enter the cash tendering of the remainder

Print

```
DPT.05          ',1$3.18
DPT.07          ',2$1.24
MDSE ST           $4.42
TAX2              $0.02

***TOTAL          $4.44
FS ST             $4.42
FS TEND           $4.00
CASH              $1.00
CHANGE            $0.56
```

Mid-Range System Solution

5. Automatic tax

When your register is programmed with a tax table (or tax rate) and the tax status of an individual department, PLU, and UPC is set as taxable, it computes the automatic tax on any item that is entered directly into the department or indirectly via a related PLU and UPC.

Example: Selling five $6.70 items (dept. 1, taxable 1) and one $7.15 item (PLU no. 85, taxable 2) for cash.

Key operation	Print
5 [@/FOR] 670 [1] 85 [PLU/SUB] [CA/AT]	DPT.01 T1$33.50 PL000085 T2$7.15 MDSE ST $40.65 TAX1 $2.01 TAX2 $0.29 CASH $42.95

6. Manual tax

Your machine allows you to enter tax manually after completion of an item entry.

Example: Selling an $8.00 item (dept. 7) for cash with 50 cents as tax

Key operation	Print
800 [7] 50 [TAX] [CA/AT]	DPT.07 $8.00 M-TAX $0.50 CASH $8.50

7. Automatic-tax delete

You can delete the automatic tax on the taxable 1, taxable 2, taxable 3 or taxable 4 subtotal of each transaction by pressing the [TAX] key after the subtotal is displayed.

Example: Selling a $7.25 item (dept. 1, taxable 1) and another $5.15 item (dept. 3, taxable 2) and entering the sale as a non-taxable one with tender to cash

Key operation	Print
725 [1] 515 [3] [TAX1 SHIFT] [SBTL] [TAX] [TAX2 SHIFT] [SBTL] [TAX] [CA/AT]	DPT.01 T1$7.25 DPT.03 T2$5.15 TAX1 ST $0.00 TAX2 ST $0.00 CASH $12.40

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Mid-Range System Solution

* If any of the media keys (i.e. cash, check or charge 1 thru charge 5) are programmed as tax delete in the PGM2 mode, the tax can be deleted without using the procedures previously described. In this case depressing a corresponding media key alone will always cause the programmed tax to be deleted.

Example: When the [CA2] key is programmed as tax delete for the same case as the above example

Key operation	Print

725 [1]
515 [3]
[CA2]

```
DPT.01          T1$7.25
DPT.03          T2$5.15
MDSE  ST          $12.40
TAX1  ST           $0.00
TAX2  ST           $0.00


CASH2            $12.40
```

8. Tax status shift

Your machine allows you to shift the programmed tax status of each department, θ1 thru θ4, percent key or the PLU/SUB key by pressing the [TAX1 SHIFT], [TAX2 SHIFT], [TAX3 SHIFT] and/or [TAX4 SHIFT] keys before entry into those keys. After each entry is completed, the programmed tax status of each key is resumed.

Example: Selling the following items for cash with their programmed tax status reserved
- One $13.45 item of dept. 7 (non-taxable) as a taxable 1 item
- One $7.00 item of PLU no. 25 (non-taxable) as a taxable 1 and 2 item
- One $4.00 item of dept. 3 (taxable 2) as a non-taxable item
- Two $10.50 items of dept. 1 (taxable 1) as taxable 2 items

Key operation	Print

1345 [TAX1 SHIFT] [7]
25 [TAX1 SHIFT] [TAX2 SHIFT] [PLU/SUB]
400 [TAX2 SHIFT] [3]
1050 [TAX1 SHIFT] [TAX2 SHIFT] [1]
[1]
[CA/AT]

```
DPT.07          T1$13.45
PL000025        T12$7.00
DPT.03            $4.00
DPT.01          T2$10.50
DPT.01          T2$10.50
MDSE  ST         $45.45
TAX1              $1.23
TAX2              $1.12

CASH            $47.80
```

Mid-Range System Solution

9. Food stamp status shift (not applicable in Canada)

Your machine allows you to shift the programmed food-stamp status of each department, 01 thru 04, percent key, PLU/SUB key, or UPC by pressing the [FS SHIFT] key prior to entry into those keys. After each entry is completed, the programmed food-stamp status is resumed.

Example: Sell a $2.32 item of dept. 2 (food-stamp eligible) as a food-stamp ineligible item and $3.18 item of PLU no. 86 (food-stamp ineligible) as a food-stamp eligible item and accept $4.00 in food stamps and $2.00 in cash.

Key operation	Print

Key operation

232 [FS SHIFT] [2]
86 [FS SHIFT] [PLU/SUB]
[FS TEND]
400 [FS TEND]
200 [CA/AT]

Print

```
DPT.02          $2.32
PL000086       F$3.18

***TOTAL        $5.50
FS ST           $3.18
FS TEND         $4.00
FS CG           $0.00
CASH            $2.00
CHANGE          $0.50
```

10. Percent calculations (premium or discount)

- Your register provides the percent calculation for the merchandise subtotal or each item entry. You need to specify, in advance, whether a percent calculation will be applied to the merchandise subtotal or to each item entry.
- Percentage: 0.01 to 100.00%

(1) Percent calculation for the merchandise subtotal

Example: Selling four $1.40 items of dept. 6 and two $2.25 items of dept. 7; all these items are sold for cash at a premium of 10% (This example presupposes that a premium of 10% has been programmed for the [%1] key.)

Key operation

4 [@/FOR]
140 [6]
225 [7]
[7]
[MDSE SBTL]
[%1]
[CA AT]

Print

```
               4@ 1.40
DPT.06          $5.60
DPT.07          $2.25
DPT.07          $2.25
MDSE ST        $10.10
               10.00%
%1              $1.01

CASH           $11.11
```

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Mid-Range System Solution

(2) Percent calculation for item entries

Example: Selling for cash an $8.00 item of dept. 6 at a discount of 15% and another $5.00 item of PLU no. 90 at a discount of 7.5%. (This example presupposes that a discount of 15% has been programmed for the [%2] key.)

Key operation	Print

Key operation:

800 [6]
[%2]
90 [PLU/SUB]
7 [·] 5 [%2]
[CA/AT]

```
DPT.06          $8.00
               -15.00%
%2              -1.20
PL000090        $5.00
                -7.5%
%2              -0.38

CASH           $11.42
```

11. Discount entries

For discount or coupon tendering, you may use the [θ1] thru [θ4] key.

If the discount or tendered coupon is programmed as a subtotal discount or coupon, use the vendor coupon. If it is programmed as an Item discount or coupon, use the store coupon.

Example 1: Selling a $5.75 item of dept. 6 and another $7.50 item of PLU no. 80 for cash after subtracting the discount amount $1.00 from the total sale amount (This example presupposes that the vendor coupon has been programmed for the [θ2] key.)

Key operation:

575 [6]
80 [PLU/SUB]
[θ2]
[CA/AT]

```
DPT.06          $5.75
PL000080        $7.50
(-)2            -1.00

CASH           $12.25
```

Example 2: Selling a $6.75 item of dept. 7 for cash after subtracting the coupon amount 75¢ (This example presupposes that the store coupon has been programmed for the [θ1] key.)

Key operation:

675 [7]
*{ 75 [θ1]
7
[CA/AT]

```
DPT.07          $6.75
(-)1
DPT.07          -0.75

CASH            $6.00
```

* The $\boxed{\theta 1}$ key is entered as a modifier for the department, PLU, or UPC which will be netted by the coupon amount. Such item netting coupon entries may generally be entered at any point within a transaction. Two lines are printed for each entry: The first is the label programmed for the $\boxed{\theta 1}$ function and the second is the related department and $\boxed{\theta 1}$ amount.

12. Refund entries

If a refund item is to be entered into a department, enter the amount of the refund, then press the $\boxed{\text{RFND}}$ key followed by the corresponding department key. If an item entered into a PLU (or UPC) is refunded, enter the corresponding PLU (or UPC) number, then press the $\boxed{\text{RFND}}$ and $\boxed{\text{PLU/SUB}}$ (or $\boxed{\text{UPC}}$) keys, or press the $\boxed{\text{RFND}}$ and direct PLU keys without entry of any PLU number, in this order.

Example: These items sold for cash are returned.
- One $2.50 item of dept. 6
- Seven $2.10 items of PLU no. 3

Key operation		Print	
250 $\boxed{\text{RFND}}$ $\boxed{6}$			
7 $\boxed{\text{@/FOR}}$		DPT.06	R-2.50
			-7@ 2.10
3 $\boxed{\text{RFND}}$ $\boxed{\text{PLU/SUB}}$		PL000003	R-14.70
$\boxed{\text{CA/AT}}$		CHANGE	$17.20

13. Printing of non-add code numbers

Enter a non-add code number such as a customer's code number or credit card number within a maximum of 16 digits and press the $\boxed{\#}$ key at any point during the entry of a sale. Your register will print the non-add code number upon entry.

Example: Selling a $15.00 item of dept. 6 by charge account to a customer whose code number is #1230.

Key operation		Print	
1500 $\boxed{6}$			
1230 $\boxed{\#}$		DPT.06	$15.00
$\boxed{\text{CH2}}$		#1230	
		CHARGE2	$15.00

14. No sale (exchange)

Simply press the [NS] key without any entry and the drawer will open and the printer will print "NO SALE" on both the journal and the receipt. If your machine is programmed to allow you to print a non-add code number before pressing the [NS] key, a no-sale entry can be achieved with a non-add code number printed.

Example: Entry of a non-add code number of 45678 before the no sale key is depressed.

Key operation	Print
45678 [#]	
[NS]	#45678 NO SALE

15. Received on account entries

Procedure
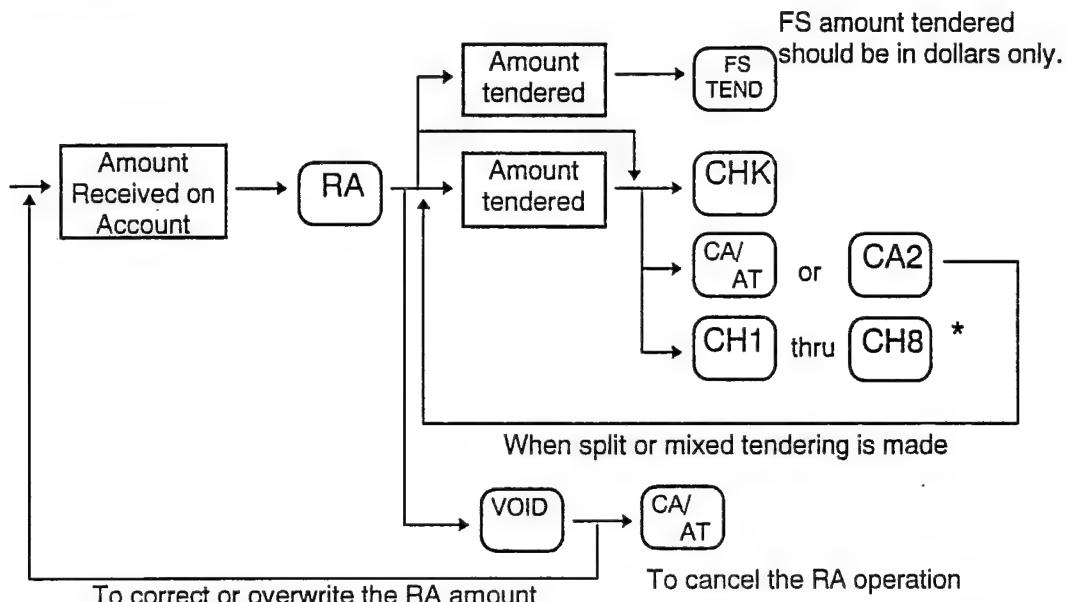
FS amount tendered should be in dollars only.

When split or mixed tendering is made

To correct or overwrite the RA amount

To cancel the RA operation

* Of the [CH1] through [CH8] keys, you may use only the one that has been programmed to be capable of entering amounts tendered.

Example: A customer, code number 12345 tenders a $40.00 check and $10.00 cash for a $48.00 Received on account.

Key operation	Print
12345 [#]	
4800 [RA]	#12345
4000 [CHK]	***RA $48.00 CHECK $40.00
1000 [CA/AT]	CASH $10.00 CHANGE $2.00

Mid-Range System Solution

Sample correction print

```
#12345
***RA            $50.00
***RA            V-50.00
***RA            $60.00

CASH             $60.00
```

Sample cancellation print

```
#12345
***RA            $50.00
***RA            V-50.00
```

Note: You may choose the direct cash RA procedure instead of the above procedure. Please consult your dealer to change the procedure.

Alternate procedure

$\longrightarrow$ Amount Received on account $\longrightarrow$ RA
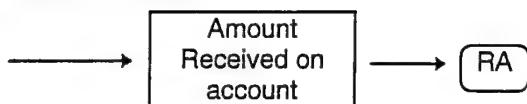
16. Paid out entries

Procedure
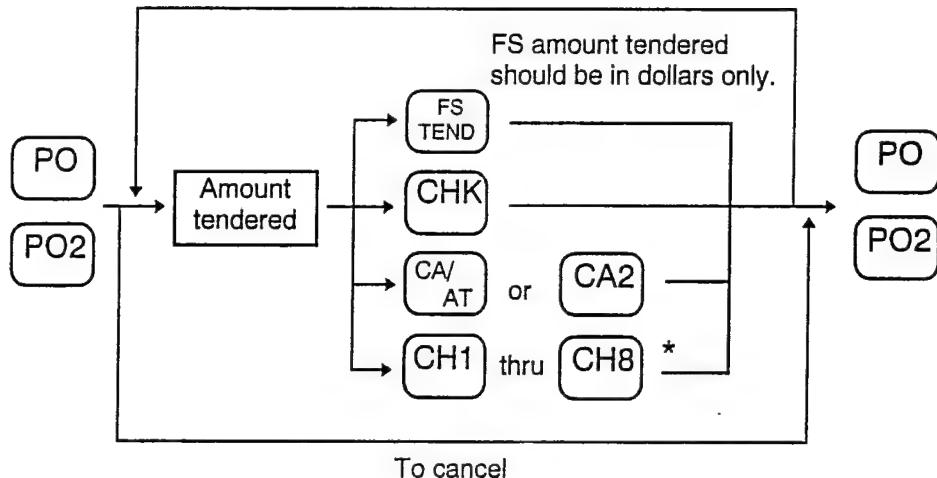
FS amount tendered should be in dollars only.

To cancel

* Of the CH1 through CH8 keys, you may use only the one that has been programmed to be capable of entering amounts tendered.

Note: The drawer opens when the first PO key is pressed.

Example: You pay $30.00 in check to a vendor whose code number is 6789.

Key operation		Print
6789	#	
	PO	`#6789`
3000	CHK	`***PO`
	PO	`CHECK        $30.00`
		`***PO        $30.00`

Note: You may choose the direct cash PO procedure instead of the above procedure. Please consult your dealer to change the procedure.

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Mid-Range System Solution

<u>Alternate procedure</u>
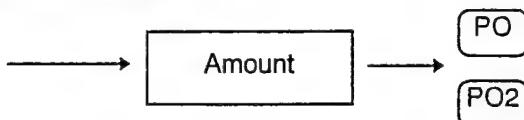
17. Currency conversion

Your register allows payment entries of foreign currency.

Pressing the [CONV] key creates a subtotal in foreign currency.

Only cash can be handled after currency conversion.

<u>Procedure</u>
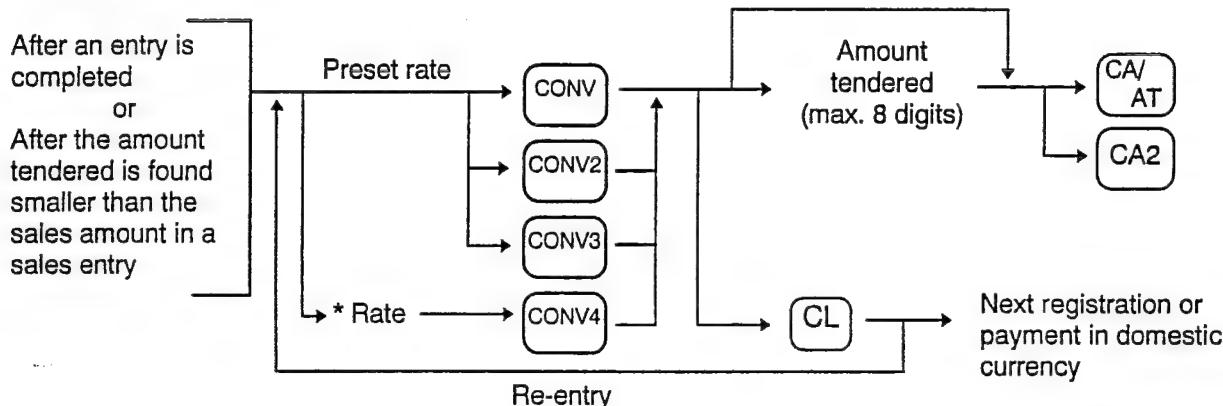
* Rate: 0.0000 to 9999.9999

Note: When the amount tendered is short, the deficit is shown in domestic currency.

Example: To convert the amount owed ($69.50) into the designated foreign currency.

* **Preset rate (1.325) ———— CONV1**

Key operation	Print


```
DPT.06            $23.00
DPT.07            $46.50

***TOTAL          $69.50
CONV 1            1.3250
                 92.09PESO
CASH            100.00PESO
CHANGE            $5.96
```

Mid-Range System Solution

- **Manual rate ----------- CONV4 (The [CONV4] key can only be used for a manual entry.)**

Key operation	Print

Key operation:
```
          2300  [6]
          4650  [7]
      1 [·] 275 [CONV]
    ┌──→ 10000 [CA/AT]
Amount tendered in
foreign currency
```

Print:

```
DPT.06              $23.00
DPT.07              $46.50

***TOTAL            $69.50
CONV 4               1.275
                   88.62CA$
CASH              100.00CA$
CHANGE               $8.92
```

- Domestic currency → ***TOTAL
- Conversion rate → CONV 4
- Foreign currency → (88.62CA$)
- Domestic currency → CHANGE

18. PLU menu level shift (for direct PLU)

This shift can double the number of PLUs on your register without additional direct PLU keys.

You can use direct PLUs in two levels by utilizing shift keys [L1], and [L2].

These keys have the following functions.

[L1]: Shift the PLU level from level 2 to level 1 (normal level).

[L2]: Shift the PLU level from level 1 to level 2.

You must program your machine in the PGM2 mode to select one of the two PLU level shift modes - automatic return mode* or lock shift mode** - and decide whether to allow PLU level shift in both the REG and MGR modes or in the MGR mode alone (programming job# 2616).

 * The automatic return mode automatically shifts the PLU level back to level 1 after <u>pressing a direct PLU key or finalizing each transaction (programming job# 2616).</u>
** The lock shift mode holds the current PLU level until depression of another PLU level shift key.

• Automatic return mode
If you shift the PLU level in the automatic return mode, press a desired PLU level shift key before a numeric entry.

Key entry sequence

(Returning by each item entry)

```
          ┌────────────────────────┐
          │                        ↓
──→ [L2] ──→ Numeric entry ──→ Direct PLU ──→ Return to L1
              (Q'ty,[@/FOR])
```

(Returning by each transaction)

```
    ┌──────────────────────────────────────────┐
    │    [L1]      ┌────────────────────┐       │
    ↓    ──→       │                    ↓       │
──→      [L2]  ──→ Numeric entry ──→ Direct PLU ──→ (Finalization) ──→ Return to L1
                   (Q'ty,[@/FOR])
```

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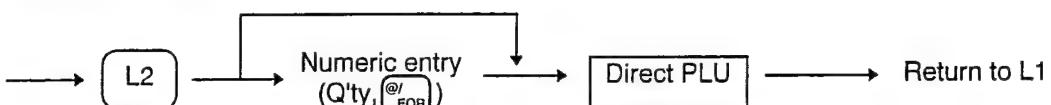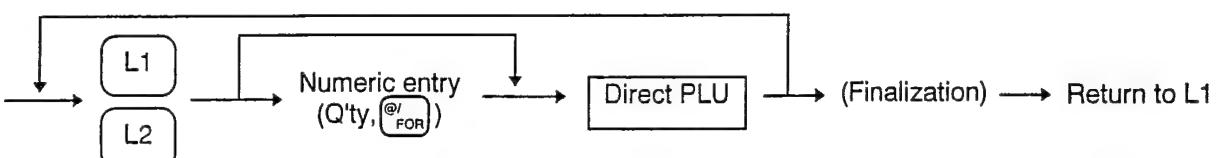
• Lock shift mode
If you shift the PLU level in the lock shift mode, press a desired PLU level shift key before a numeric entry.

Key entry sequence
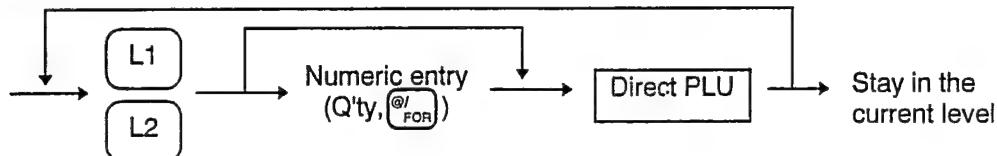
Note: If you select the automatic return by each item entry mode, it is not necessary to use the L1 key on the keyboard, but if you select the lock shift mode, it is necessary to use the key.

Example: Selling the PLU no. 1 (level 1) and the PLU no. 101 (level 2) for cash.

• When your machine has been programmed for the automatic return mode:
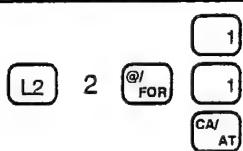
Key operation	Print


```
PL00001              $2.50
                 2@  12.00
PL00101             $24.00

CASH                $26.50
```

• When your machine has been programmed for the lock shift mode:

Key operation	Print
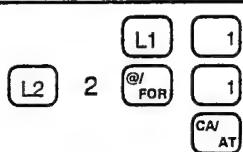

```
PL00001              $2.50
                 2@  12.00
PL00101             $24.00

CASH                $26.50
```

19. Price level shift (for PLUs and UPCs)

Your ER-A570/A610, when memory has been allocated, has the ability for five (5) PLU price shifts and six (6) UPC price shifts. Price shifting allows for multi-prices per PLU/UPC while Level shifting allows for multi-PLUs per key location. Two examples of price leveling shifting may be SM, MED, LRG, SUPER or SINGLE, 6-PACK, 12-PACK, CASE.

(1) PLU price level shifting

PLU price levels can be used for direct and indirect PLUs. You may program your machine in the PGM2 mode to select compulsory price shifting per PLU (programming job# 2210). Multiple programming jobs also pertain to PLU price shifting; programming job# 2616 selection 5G allows you to select automatic return mode * or lock shift mode ** , programming job# 2616 selection 5H whether the automatic return mode is per PLU or per transaction, programming job# 2616 selection 5F whether to allow PLU price shifting in both REG and MGR modes or in MGR mode only, and programming job# 2616 selection 13D whether to print the price shift level text on the receipt/journal.

Mid-Range System Solution

* The automatic return mode automatically shifts the PLU price level back to level 1 after <u>entering the PLU.</u>
** The lock shift mode holds the current PLU price level until depression of another PLU price level shift key is depressed.

• Automatic return mode
If you shift the PLU price level in the automatic return mode, press a desired PLU price level shift key before a numeric entry.

<u>Key entry sequence</u>

(Returning by each item entry)
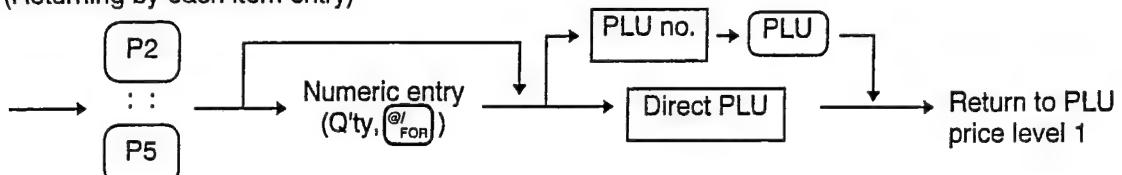

(Returning by each transaction)
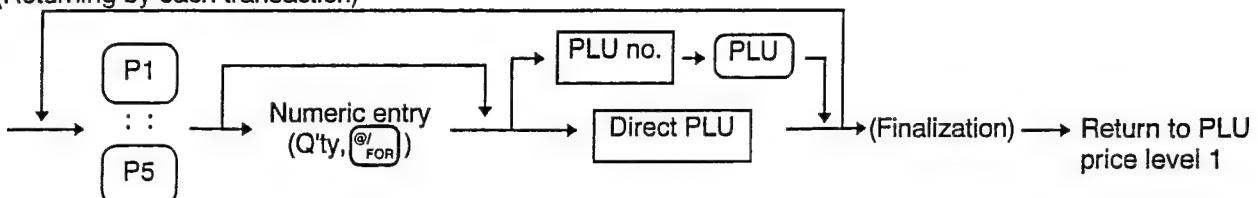
• Lock shift mode
If you shift the PLU price level in the lock shift mode, press a desired PLU price level shift key before a numeric entry.

<u>Key entry sequence</u>
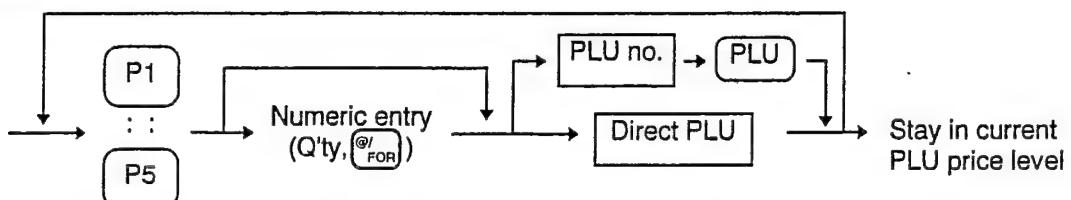
Note: If you select the automatic return by each item entry mode, it is not necessary to use the [P1] key on the keyboard, but if you select the lock shift mode, it is necessary to use the key.

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Mid-Range System Solution

Example: Selling PLU no. 1 Price level 2 and PLU no. 1 at Price level 1 for cash.

• When your machine has been programmed for the automatic return mode:

Key operation	Print

Key operation: [P2] 2 [@/FOR] [1]
                             [1]
                             [CA/AT]

```
                        2@ 1.00
LEVEL 2
PL00001              $2.00
LEVEL 1
PL00001              $1.20

CASH                 $3.20
```

• When your machine has been programmed for the lock shift mode:

Key operation: [P2] 2 [@/FOR] [1]
                       [P1] [1]
                             [CA/AT]

```
                        2@ 1.00
LEVEL 2
PL00001              $2.00
LEVEL 1
PL00001              $1.20

CASH                 $3.20
```

(2) UPC price level shifting

UPC price level shifting has no additional programming required.

Key entry sequence
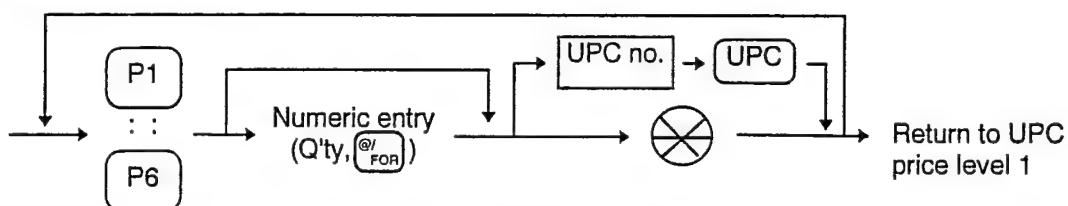
Example: Selling UPC no. 123456789 Price level 2 and PLU no. 123456789 at Price level 1 for cash.

Key operation: [P2] 2 [@/FOR]
               123456 [UPC]
               123456 [UPC]
                       [CA/AT]

```
                        2@ 1.00
            123456#
UPC LV-2
                     $2.00
            123456#
UPC LV-1
                     $1.20

CASH                 $3.20
```

20. Price Inquiry function (for UPCs only)

This function is used when the unit price of a UPC needs to be known during entry operation in REG/MGR mode.

- Display format

| 1.00VW |

Key entry sequence

Display the amount of the UPC

→ [INQ] → Numeric entry (Q'ty, [@/FOR]) → ⊗ → [UPC no.] → [UPC] → [CL] — Note 1
→ [AMT] — Note 2
(MGR mode)
→ Unit price → [AMT] — Note 3
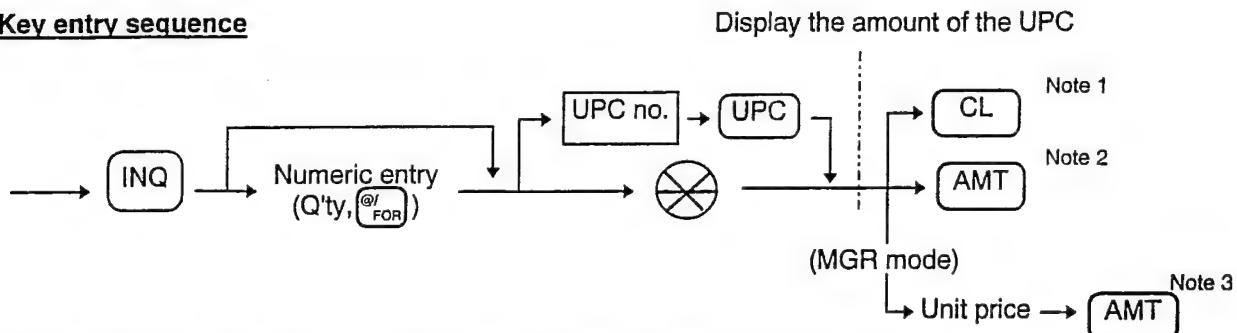
Note 1: The [CL] key must be depressed to cancel the inquiring (VIEW) mode.
Note 2: You can register the UPC being displayed by the inquiry function with the depression of the [AMT] key.
Note 3: The unit price can be changed temporarily only in the MGR mode (this function is considered a price override entry). The price override entry is not available for non-PLU type and vendor-coupon UPC.

21. Price change function (for UPCs only)

This function is used to allow an operator to change the preset price or associated department number for a UPC code. The unit price and associated department are recorded and used for later UPC entries.

There are two methods for change:

1. Price change mode
   The preset price change function is performed outside of a sale.

2. Price change during a transaction
   When the operator has found a wrong UPC price upon registration, it can be corrected also at the time of registration.

Key entry sequence

- Price change mode

[PRICE CHANGE] → [UPC no.] → [UPC] → ⊗ → Enter price → [PRICE CHANGE] (For change of price only)
→ [AMT] → Dept. code → [DEPT #]
→ [Dept.]

- Price change during a transaction

[UPC no.] → [UPC] → ⊗ → [PRICE CHANGE] → Enter price → [PRICE CHANGE] (For change of price only)
→ [AMT] → Dept. code → [DEPT #]
→ [Dept.]
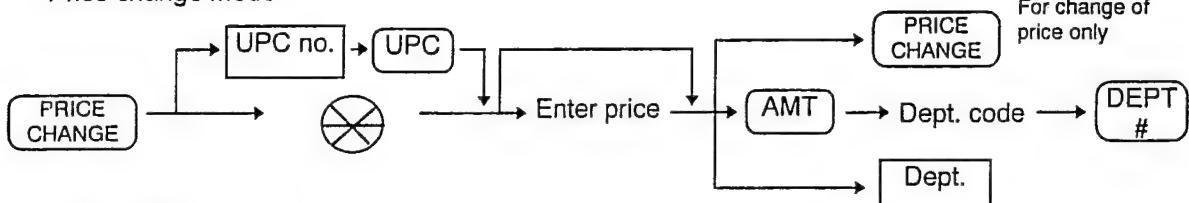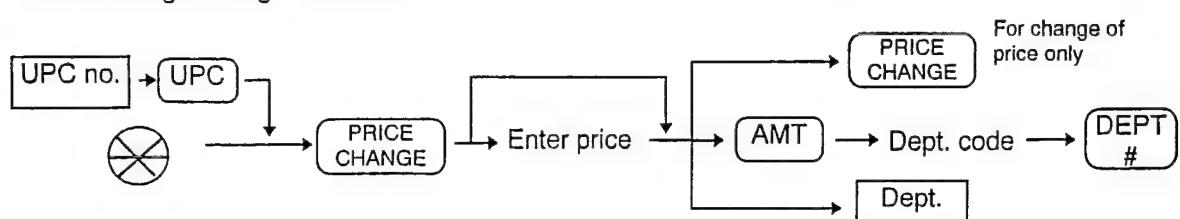
Mid-Range System Solution

Example: Changing the price of UPC# 123456 from $1.00 to $1.10.

- Price change mode

Key operation	Print

`PRICE CHNG`
 	
123456 `UPC`
 	
110 `PRICE CHNG`
	``
	        PR CHNG
	DEPT01
	          123456#
	UPC LV-1
	JUICE $1.10
	``

- Price change during a sale

Key operation	Print

123456 `UPC`
 	
`PRICE CHNG`
 	
110 `PRICE CHNG`
 	
`CA/ AT`
	``
	          123456#
	UPC LV-1
	JUICE $1.00
	          123456#
	UPC LV-1
	JUICE V-1.00
	          123456#
	UPC LV-1
	JUICE $1.10
	
	CASH $1.10
	``

22. Promotional PLU (set PLU) entries

Operation is the same as normal PLU's.
When a promo-PLU is entered, an entered or preset amount is printed as the unit price and then the labels of those PLUs linked to the promo-PLU are printed automatically.

Example: When PLU nos. 2001 and 2002 are linked to PLU no. 20.

Key operation	Print

(Direct PLU key) `20`
 	
`CA/ AT`
	``
	PL000020 $2.50
	  PL002001
	  PL002002
	
	CASH $2.50
	``

23. Linking PLU entries

Operation is the same as normal PLU's.
When this PLU is entered, the linked PLU's amount is included and linked PLU's labels are printed automatically.
Only the 1st ranking PLU is affected by status shift keys (`TAX1 SHIFT`, `TAX2 SHIFT`, `TAX3 SHIFT`, `TAX4 SHIFT`, and `FS SHIFT` key) and item percent cancellations (`%1`, `%2`, `%3`, and `%4` keys).

Mid-Range System Solution

Example: When PLU no. 21 is linked to PLU no. 28 for a bottle deposit.

Key operation	Print

Key operation:
(Direct PLU key) [21]
[CA/ AT]

Print:
```
PL000021          $1.29
PL000028          $0.10

CASH              $1.39
```

24. Guest Check (GLU/PBLU) entries

Your ER-A570/A610 has two different guest check entry systems available; the guest lookup (GLU) system and the previous balance lookup (PBLU) system. (Consult your local dealer for more information).

The difference between the two systems is how the file is managed in memory; the GLU system has detailed data retention while the PBLU system has summary data retention. The difference between detailed data retention and summary data retention is most noticeable when printing the guest check. The GLU system has the ability to print the details of the check at the end of the sale or upon each service (sometimes referred to as: soft check method). The PBLU system prints the details of the check upon each service only.

(1) New guest
For a new guest, open a new guest check and assign a GLU no.

Procedure

For automatic GLU no. generation

```
┌──→┌─────────────┐    ┌────┐    ┌─────────────┐    ┌──────┐    ┌─────────────┐    ┌───────┐──→┐
│   │ Guest check no.│──→│ NC │──→│ Cover count │──→│COVER │──→│ Table number│──→│ TABLE │   │
│   │  (1 to 9999) │    └────┘    │ (max. 2 digits)│  │ CNT  │    │(max. 4 digits)│  │  #   │   │
│   └─────────────┘              └─────────────┘    └──────┘    └─────────────┘    └───────┘   │
│                                                                                              │
│  ┌───────────────────────────────────────────────────────────────────────────────────────┘
│  │         ┌────┐    ┌──────┐
└──┴──→┌─────┐──→│SRVC│──→┌─────────────┐──→│ SLIP │
       │ Item │   └────┘    │ Slip feeding │  └──────┘
       │entries│──→┌──────┐ │  line no.   │
       └─────┘   │FINAL │──→└─────────────┘
                 └──────┘
```
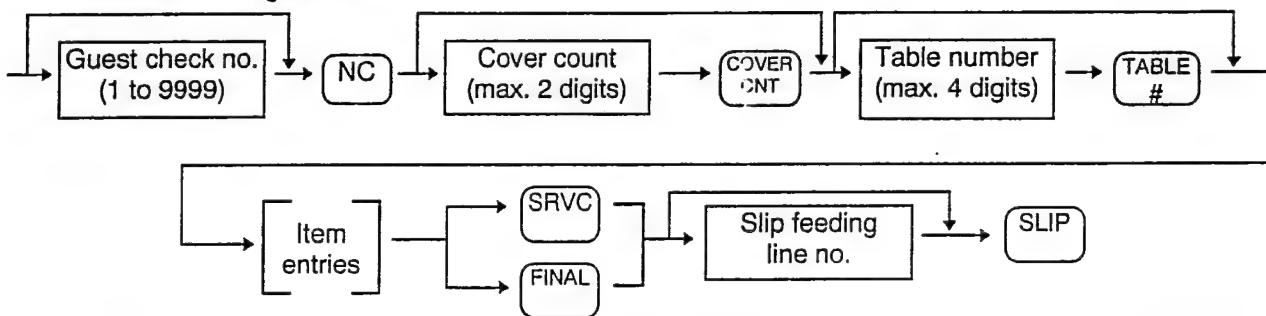
Note 1: The GLU number is the number that will be used whenever the guest check must be accessed for re-ordering or final payment. The cover count is the number of people in the party, and the table number indicates the table where the guest will be seated.

Note 2: Your register can be set up to generate the GLU number in a sequential fashion. Or the GLU number can be entered manually.

** (Temporary finalization)
You can temporarily finalize a guest check by pressing the FINAL key. This prints out the guest check to show the current balance, including tax. However, the guest check is still "open"---that is, you can still add additional orders to it.

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Mid-Range System Solution

Example: To make a service entry of a $32.00 item to Dept. 2 for a new guest whose GLU no. is 1111.

Key operation		Print

Key operation

1111	[NC]
2	[COVER CNT]
6	[TABLE #]
3200	[2]
	[SRVC]

Print

```
                    #1111
GUEST 2       TABLE#0006
***PBAL           $0.00
DPT.02           $32.00
BAL FWD          $32.00
SERVICE          $32.00
```

(2) Additional ordering

For an existing guest, enter the GLU number first for automatic guest lookup.
Your register may be programmed to require that a check digit (C/D) be added to the GLU number.
(Consult your local dealer if check digit is needed.)

Procedure

When check digit not required

```
┌──────────────────┐
│   Check digit    │
│     (C/D)        │
└──────────────────┘
```

For automatic GLU no. generation

```
┌─────────────────┐        ┌──────┐      ┌─SRVC─┐   ┌──────────────┐      ┌SLIP┐
│ Guest check no. │→ [GLU] →│ Item │ ──── │      │ → │ Slip feeding │ →   │    │
│  (1 to 9999)    │         │entries│      │FINAL │   │   line no.   │      └────┘
└─────────────────┘        └──────┘      └──────┘   └──────────────┘
```
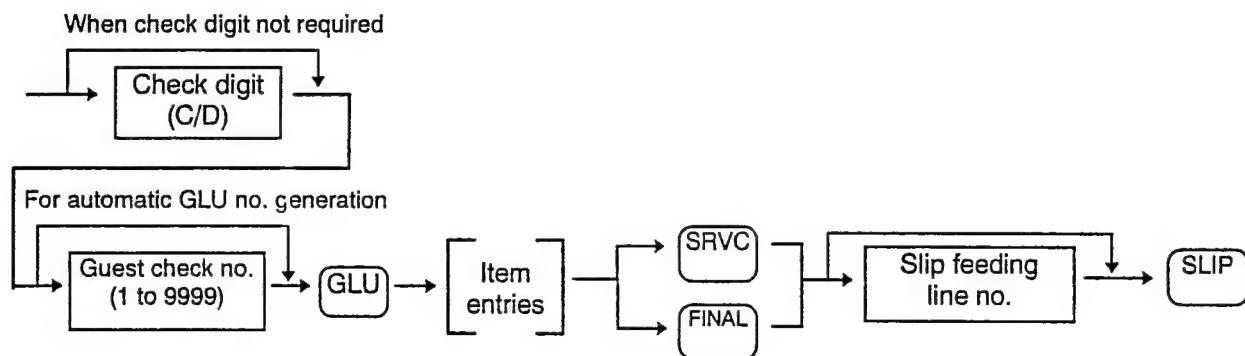
Example: To add service entries of a $17.00 item to dept. 7 and a $27.00 item to dept. 8 to the guest whose GLU no. is 1111.

Key operation

1111	[GLU]
1700	[7]
2700	[8]
	[SRVC]

Print

```
                    #1111
***PBAL          $32.00
DPT.07           $17.00
DPT.08           $27.00
BAL FWD          $44.00
SERVICE          $76.00
```

(3) Settlement

Use the following procedure.

Procedure

When check digit not required

```
         ┌─────────────────────┐
         │   ┌──────────────┐   │
   ──────┴──→│  Check digit │───┴──→
             │    (C/D)     │
             └──────────────┘
```

For automatic GLU no. generation

```
   ┌──────────────────────────────────────────────────────────────────────────┐
   │  ┌──────────────┐    ┌─────┐   ┌──────────┐   ┌────────────┐   ┌───────────┐   ┌──────┐
   └─→│ Guest check no.│─→│ GLU │─→│   Item   │─→│  Payment   │─→│Slip feeding│─→│ SLIP │
      │  (1 to 9999)  │   └─────┘   │ entries  │   │ operations │   │  line no.  │   └──────┘
      └──────────────┘             └──────────┘   └────────────┘   └────────────┘
```
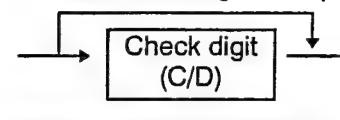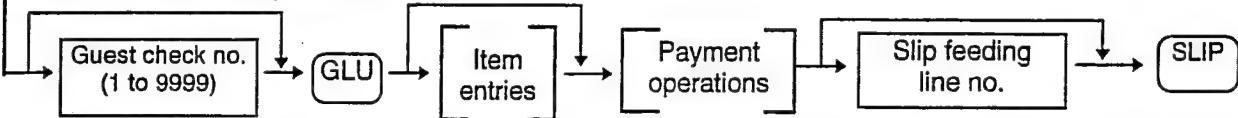
Note: You can make a tip-in entry before a tender entry. If a tip-in entry is made, the tip amount must be tendered by using the charge or check key in the first tendering operation.

Example: A guest (GLU no. 1111) whose previous balance is $76.00 pays $70.00 in check and $6.00 in cash.

Key operation		Print
1111	[GLU]	
7000	[CHK]	
600	[CA/AT]	

```
                          #1111
          ***PBAL        $76.00
          BAL  FWD        $0.00

          ***TOTAL       $76.00
          CHECK          $70.00
          CASH            $6.00
          CHANGE          $0.00
```

25. Tip in entries

Your register allows the entry of tips that your guest gives to servers by credit card or check.
A tip entry must be done before a payment entry.
In a transaction in which the tip entry is made, when a payment operation is started, the charge (or check) tender is compulsory until the total charge (or check) tender exceeds or equals to the tip amount. Then, a cash tender operation is allowed.
Two different tip-in entry methods are available. It depends on how your register has been programmed (PGM2 job# 2616) which of these methods is used.
These are the tip amount entry method and the tip percent rate entry method.

Procedure

Tip amount entry:

```
   ┌──────────────┐
   │  Tip amount  │ ─────→ [TIP]
   └──────────────┘
```
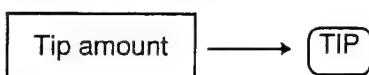
Mid-Range System Solution

Tip percent rate entry:

When you use a programmed percent rate

```
          ┌─────────────────────┐
      ┌───┤  Tip percent rate   ├───┐
      │   │  (0.01% to 99.99%)  │   │
      │   └─────────────────────┘   │
      └─────────────────────────────┴──→ (TIP)
```
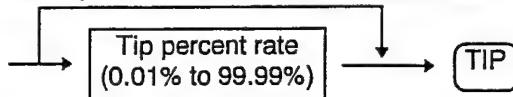
Example 1: To enter a $3.00 tip (Tip amount entry)

Key operation		Print
1111	GLU	
300	TIP	
300	CH2	
600	CA/AT	

```
                        #1111
***PBAL            $20.00
TIP IN              $3.00
BAL FWD             $0.00

***TOTAL           $23.00
CHARGE2             $3.00
CASH               $20.00
CHANGE              $0.00
```

Example 2: To enter a tip of 7%.

Key operation		Print
1111	GLU	
7	TIP	
	CH3	

```
                        #1111
***PBAL            $20.00
MDSE ST            $20.00
                       7%
TIP IN              $1.40
BAL FWD             $0.00

CHARGE3            $21.40
```

26. Tip paid entries

This operation is used to pay tip(s) to a server. You can prohibit the tip paid operation in the REG mode by the programming job# 2616.

<u>Procedure</u>
1) Enter a server code.
2) Press the TIP key.

Example: Giving server code 0001 his credit tips (when the hidden server system is used).

Key operation	Print
SERV# 1 SERV# TIP	

```
08/27/95  9:56AM
123456#1022      **01
          TOM

TIP PAID        $8.50
```

## 27. Deposit entries

Deposit refers to a payment on a guest check. It can be received in cash or by check or CH1 thru CH8. You can make the deposit entry only when entering a guest. It cannot be done during processing of a tendered amount.

A received deposit can be refunded by pressing the [DEPO RFND] key. You cannot attempt to refund an amount larger than the deposit balance.

Procedure

Deposit amount (max. 7 digits) → [DEPO] / [DEPO RFND] → [CHK] → [CA/ AT] OR [CA2] → [CH1] THRU [CH8]
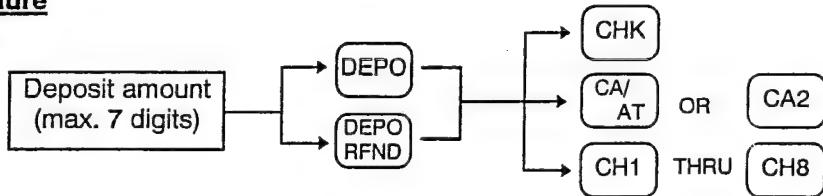
Example 1: To record a $50.00 deposit in cash made by a guest with GLU/PBLU no. 1111.

Key operation	Print
1111 [GLU]	#1111
5000 [DEPO]	***PBAL $0.00
[CA2]	CASH2
[SRVC]	DEPOSIT $50.00
	BAL FWD $0.00
	SERVICE -50.00

Example 2: To refund a $50.00 deposit made by a guest with GLU/PBLU no. 1111.

Key operation	Print
1111 [GLU]	#1111
5000 [DEPO RFND]	***PBAL -50.00
[CA2]	CASH2
[SRVC]	DPST RF -50.00
	BAL FWD $0.00
	SERVICE 0.00

28. Bill Totalizing/Bill transfer

(1) Bill totalizing

The bill totalizing function is used to total multiple bills when, for example, a particular guest pays not only his or her bill but also the bills of other guests.

Procedure

[BT] → Guest check no. (1 to 9999) #1 → [GLU] → Guest check no. (1 to 9999) #2 → [SBTL] → Table no. (max. 4 digits) → [TABLE #] → Item entries → [SRVC] / [FINAL] → Payment operations
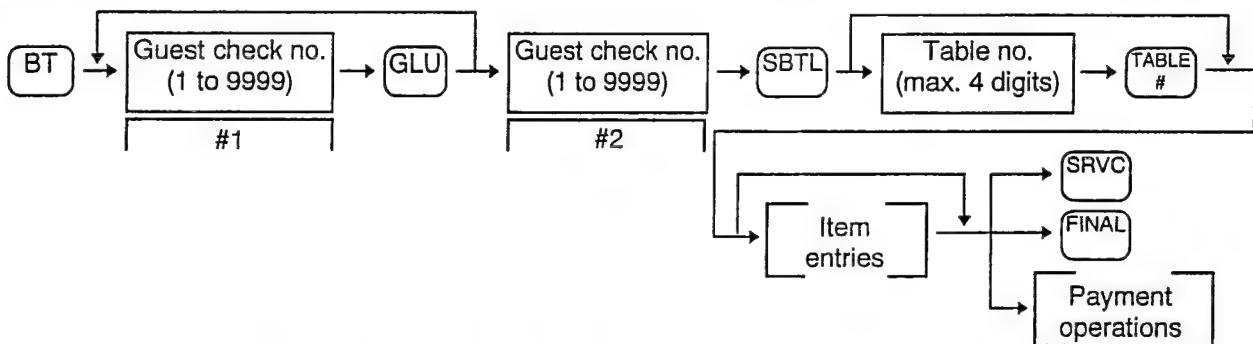
Mid-Range System Solution

Note 1: All #1 bills are added to #2 bill. And a maximum number of 5 bills are available for #1.
Note 2: The GLU/PBLU code of #1 must be in use. If the guest check (s) of #1 or #2 has already been handled by another server, the guest check(s) must have been made "Transferring out."

Example: Adding two bills whose GLU/PBLU nos. are 1112 and 1113 to the bill whose GLU/PBLU no. is 1111.

Key operation	Print

[BT]
1112 [GLU]
1113 [GLU]
1111 [SBTL]
[SRVC]
	``
	        B.T.
	              #1112
	GUEST 2 TABLE#1021
	***PBAL $10.00
	              #1113
	GUEST 3 TABLE#1022
	***PBAL $20.00
	              #1111
	GUEST 2 TABLE#0006
	***PBAL $32.00
	BAL FWD $0.00
	SERVICE $62.00
	``

(2) Bill transfer

This function is used to change the GLU/PBLU no. of the bill.

Procedure
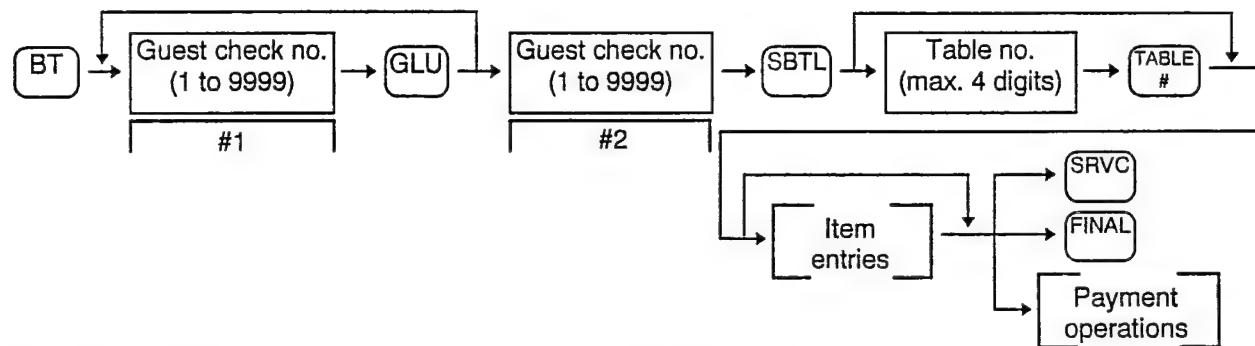
This function requires that the current GLU/PBLU no. is entered for #1 and a new GLU/PBLU no. is entered for #2.
#1 bill is transferred to #2 bill. Then, #1 bill is cleared and set free.

Example: Transferring the bill whose GLU/PBLU no. is 1111 to the bill whose GLU/PBLU no. is 1112.

Key operation	Print

[BT]
1112 [GLU]
1122 [GLU]
1025 [SBTL]
[SRVC]
	``
	        B.T.
	              #1111
	GUEST 2 TABLE#0006
	***PBAL $62.00
	              #1122
	           TABLE#1026
	***PBAL $0.00
	BAL FWD $0.00
	SERVICE $62.00
	``

29. Gratuity

(1) Calculation

When the payment operation is made for sales registrations, the gratuity amount is calculated and printed. You can program a percent rate for calculating the gratuity (programming job# 1310). If the percent rate is programmed as 0%, the register does not print any gratuity.
You can program a tax status (taxable 1/taxable 2/taxable 3/taxable 4/non-taxable) for the gratuity amount (programming job# 2311).

Example: When a percent rate of the gratuity is programmed as 10%:

Key operation	Print
500 [6]	
[CA/AT]	

```
DPT.06          $5.00
MDSE ST         $5.00
GRATUITY        $0.50

CASH            $5.50
```

(2) Exemption

Your register allows you to exempt a customer from gratuity by pressing the [GRTY EXPT] key prior to a payment operation.

Example:

Key operation	Print
1250 [6]	
1000 [7]	
[GRTY EXPT]	
[CA/AT]	

```
DPT.06         $12.50
DPT.07         $10.00
GRATUITY        $0.00

CASH           $22.50
```

30. Cashing a check

Enter the check amount, then press the [CHK] key.

Procedure

Non-add code number → [#] → Check amount → [CHK]
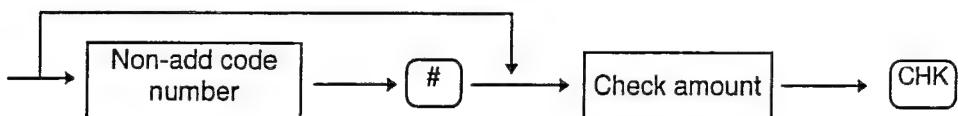
Example: Cashing a check of $30.00 amount

Key operation	Print
6789 [#]	
3000 [CHK]	

```
#6789
CA/CHK          $30.00
```

31. Automatic sequencing key (AUTO key) entries

You can achieve a programmed transaction simply by pressing a corresponding automatic sequencing key. Most commonly used for Speed tendering keys and reports.

Example: Finalizing a sale using a $20.00 Speed tendering key programmed for Auto key [AUTO]
([AUTO] : 2000 [CA/AT])

Key operation	Print
[AUTO]	DPT.01 $15.00 ***TOTAL $15.00 CASH $20.00 CHANGE $5.00

32. Remote printer send function

This key allows a partial food order to be sent to the kitchen for preparation while the remaining order is still being placed.

Operation

Item entry → [RP SEND] → To the remote printer

Remaining items will be sent to the remote printer when the transaction is finalized. When this function is used, the subtotal void operation is not allowed.

33. Customer file

The customer file is used for managing the sales data for each customer.
Memory for this file must be allocated, see your local authorized dealer for more information.

The store owner issues a customer a number or a scanable card.
The customer number must be entered at the beginning of the sale. There are two entry fields per customer which are prompted for every new customer and printed on customer file reports. At default they are labeled NAME and ADDRESS but they can be changed for example to NAME and COMPANY. Field #1 . allows a 16 character entry and Field #2 allows a 32 character entry.

The sales data for each customer is stored in the Customer file. The sales data consists of items purchased and charge 1 sales totals. There are two methods of retention; detail which is items sold and charge sales or summary which is charge sale amounts only.

Mid-Range System Solution

(1) New customer

There are two methods for programming a new customer; within a transaction or via a PGM2 programming job.

Key entry sequence

(New customer)

Customer number → [CUS-TOMER] * → [Field #1 character entry (max. 16 char)] → [SBTL] → [Field #2 character entry (max. 32 char)] → [SBTL]
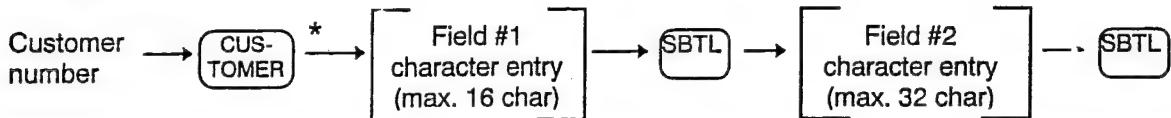
* If the customer entered is a new customer; the terminal will display "NO RECORD" and beep three times at this point Field #1 prompt will display. After the subtotal key is depressed Field #2 prompt will display. After the subtotal key is depressed for the second time the customer information is stored in the customer file.

Note: When the wrong customer code has been entered the server can escape that customer file via SUBTOTAL VOID. SUBTOTAL VOID can be used whether items have been entered or not.

(2) Retrieving Customer balance

A customer can pay for sales with the Charge 1 key. The charge 1 key (only) accumulates a balance and can then be paid off using the Received on Account function.

The [BAL] (BALANCE) key can be depressed at any time during a customer sale to retrieve the customers balance.

Key Entry Sequence

Customer number → [CUS-TOMER] → [BAL]
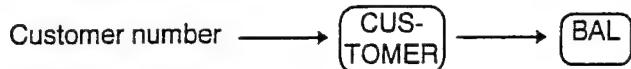
(3) Payment of Customer balance

A customers balance can be reduced by using the Received on Account function after signing on the customers code.

Key Entry Sequence

Customer number → [CUS-TOMER] → [BAL]

[Amount Received on Account] → [RA] → [Amount tendered] → [CHK]

→ [CA/AT] or [CA2]

→ [CH2] thru [CH8] *

When split or mixed tendering is made

→ [VOID] → [CA/AT]

To correct or overwrite the RA amount

To cancel the RA operation
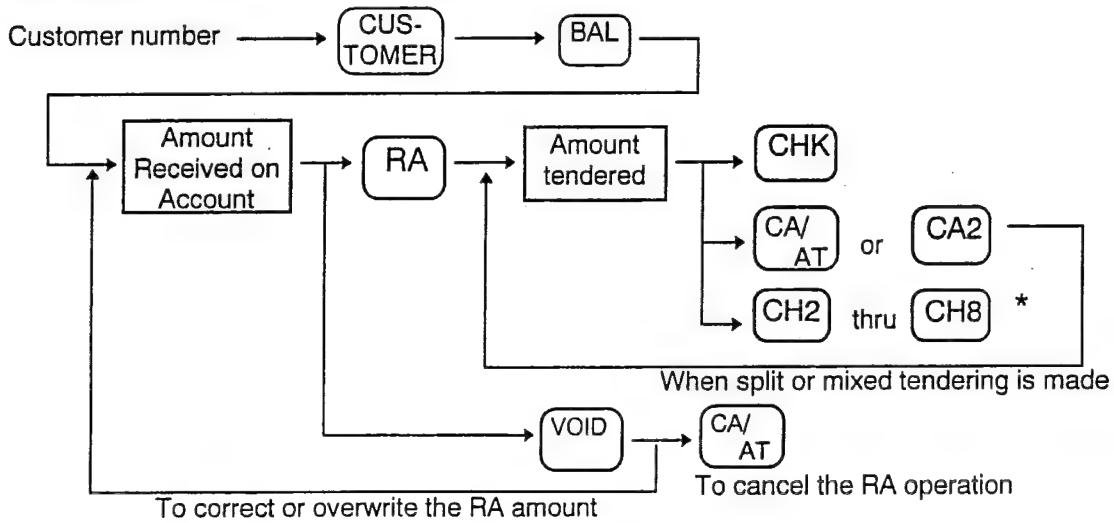
* Of the [CH2] through [CH8] keys, you may use only the one that has been programmed to be capable of entering amounts tendered.

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(4) Delete of Customer codes

The customer codes which have not been accessed during a preset period can be deleted by the following operation:

X2/Z2 mode:

$$\boxed{\text{CUS-TOMER}} \longrightarrow \boxed{\text{DELETE}}$$

Note: This operation prints all deleted customer code data.

The formula used to decide which customers are deleted is:
(current month) minus (preset period) minus one = this month and later are deleted.

Example 1: Deleting date is August 15, 1995; deleting period is preset at 12 months
delete month = 8 - 12 - 1 = 7

6/94	deleted
7/94	deleted
8/94	not deleted

Example 2: Deleting date is August 15, 1995; deleting period is preset at 1 months
delete month = 8 - 1 - 1 = 6

6/94	deleted
7/94	not deleted
8/94	not deleted

CORRECTIONS

1. Correction of the last entry (direct void)

If you make an entry error relating to a department, PLU, subdepartment, UPC, percentage (%1 thru %4), discount (θ1 thru θ4), manual tax, or tip, you can void this entry by pressing the "DIRECT VOID" key immediately after the incorrect entry.

Example:

Key operation	Print

Key operation

1250 [6]
[VOID]
2 [PLU/SUB]
[VOID]
600 [8]
[%2]
[VOID]
328 [9]
28 [θ2]
[VOID]
520 [8]
40 [TA]
[VOID]
32345678910 [UPC]
[VOID]
[CA/AT]

Print

```
DPT.06              $12.50
DPT.06              V-12.50
PL000002             $1.50
PL000002            V-1.50
DPT.08               $6.00
                   -15.00%
%2                   -0.90
%2                  V$0.90
DPT.09               $3.28
(-)2                 -0.28
(-)2                V$0.28
DPT.08               $5.20
M-TAX                $0.40
M-TAX               V-0.40
  323456789108#
JUICE-A             $12.75
  323456789108#
JUICE-A             V-12.75

CASH                $14.48
```

Mid-Range System Solution

2. Correction of past item or earlier item entries (indirect void)

With this function, you can void any incorrect positive department, PLU/subdepartment, or UPC entry made during a transaction if you find the mistake before finalizing the transaction (i.e. pressing the CA/AT key). This fun ction is applicable to plus department, PLU/subdepartment, and UPC entries only.

Example:

Key operation	Print
1310 [6]	
1755 [7]	
10 [PLU/SUB]	
[5]	
8 [PLU/SUB]	
32345678910 [UPC]	
825 [7]	
1310 [VOID] [6] *1	
[VOID] [5] *2	
8 [VOID] [PLU/SUB] *3	
32345678910 [VOID] [UPC]	
[CA/AT]	

```
DPT.06          $13.10
DPT.07          $17.55
PL000010         $7.15
PL000005         $2.85
PL000008         $3.00
  323456789108#
JUICE-A         $12.75
DPT.07           $8.25
DPT.06         V-13.10
PL000005        V-2.85
PL000008        V-3.00
  323456789108#
JUICE-A        V-12.75

CASH            $32.95
```

*1. Correction of a department entry
*2. Correction of a PLU entry (direct PLU)
*3. Correction of a PLU entry (indirect PLU)

Note: To void entries that include a tax status shift, press the [TAX1 SHIFT], [TAX2 SHIFT], [TAX3 SHIFT], and [TAX4 SHIFT] keys prior to the VOID key.

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3. Subtotal void

With this function you can void an entire transaction. Once subtotal void is executed, the transaction is aborted and the register issues a receipt.

Example:

Key operation	Print

Key operation

1310 [7]

1755 [6]

10 [PLU/SUB]

5 [PLU/SUB]

[SBTL]

[SBTL VOID]

Print

```
DPT.07          $13.10
DPT.06          $17.55
PL000010         $7.15
PL000005         $3.00
MDSE ST         $40.80
SBTL VD        -40.80
***TOTAL        $0.00
```

4. Correction of incorrect entries not handled by the direct or indirect void function

Any error found after a transaction has been finalized or during an amount tendering entry cannot be voided. These errors must be handled by the manager.

The following steps should be taken:
1. If you are making an amount tendering entry, finalize the transaction.
2. Make correct entries from the beginning.
3. Hand the incorrect receipt to your manage for its cancellation.

Elapsed Time Tracking

The ER-A570/A610 allows the printing of the arrival and departure time of each employee (server).

Procedure
(1) Turn the mode switch to the "OP X/Z" position.
(2) Put a card into the validation paper slot or slip printer, if installed, and perform the following key operation.

        1) Arrival time (printed via validation slot)

For visible server codes


        2) Departure time (printed via validation slot)

For visible server codes

(3) Sample printout


```
02/29/96    **02      12:10PM      4:20PM
```

Server code   Arrival time   Departure time
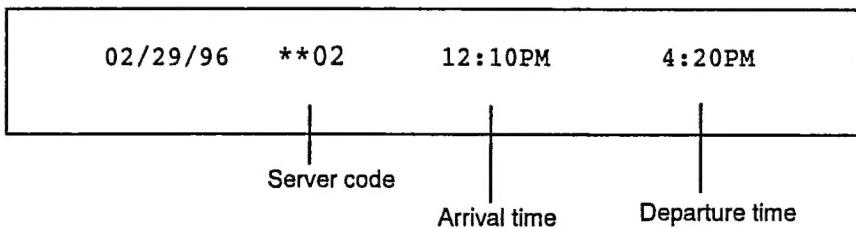
Mid-Range System Solution

Copy Receipt Printing

If your customer wants a receipt after you have finalized a transaction with the receipt ON-OFF switch in the OFF position, press the [RCPT] key. This will make a copy receipt.
Your register can print copy receipts regardless of the position of the receipt ON-OFF switch.

Example: Printing a copy receipt after making the entries shown below with the receipt ON-OFF switch at the OFF position.

Key operation		Print
850 [2]		
3 [@/FOR]		
150 [1]	Print on the journal	
[CA/AT]		

```
08/27/95   5:18PM
123456#0125         **01
          MIKE
DPT.02              $8.50
                 3@ 1.50
DPT.01              $4.50
CASH             $13.00
```

For receipt ⟶ [RCPT]

Print on the receipt

```
08/27/95   5:18PM
123456#0125         **01
          MIKE

DPT.02              $8.50
                 3@ 1.50
DPT.01              $4.50

CASH             $13.00
```

When the receipt ON-OFF switch is in the ON position and you press the [RCPT] key to make a second copy:

```
08/27/95   5:18PM
123456#0125         **01
          MIKE

      *COPY*
DPT.02              $8.50
                 3@ 1.50
DPT.01              $4.50

CASH             $13.00
```

When the receipt ON-OFF switch is in the ON position, the "*COPY*" symbol will be printed on the receipt.

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Reading (X) and Resetting (Z) of Sales Totals

-Use the reading function (X) when you need to take a reading of sales information entered after the last resetting. You can take this reading any number of times. It does not affect the register's memory.
-Use the resetting function (Z) when you need to clear the register's memory. Resetting prints all sales information and clears the entire memory except for the GT1 thru GT3, reset count, and consecutive number.

Summary of Reading (X) and Resetting (Z) Reports and the Key Operations to obtain the Reports
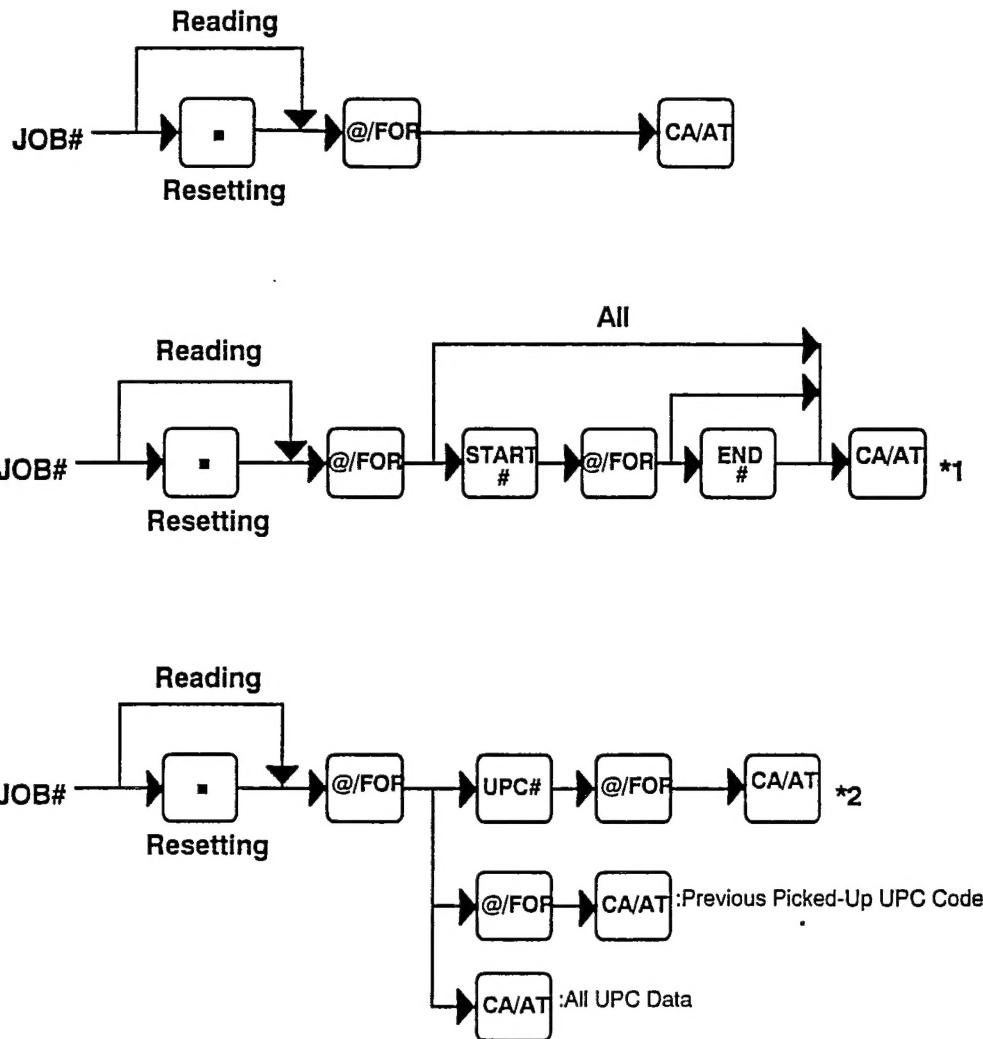
Mid-Range System Solution

*When entering the JOB#, it must be preceeded by a 1 (Daily) or a 2 (Periodic)

REPORT NAME	OP X/Z		X1/Z1		X2/Z2			
	X	Z	X1	Z1	X2	Z2	JOB#	
DEPARTMENT			0	0	0	0	10	
INDIVIDUAL GROUP			0		0		12	
GROUP TOTAL			0		0		13	
MARKDOWN FOR DEPARTMENT			0		0		19	
PLU BY RANGE			0	0	0	0	20	*1
PLU BY DEPARTMENT			0	0	0	0	21	
PLU INDIVIDUAL GROUP			0		0		22	
PLU GROUP TOTAL			0		0		23	
PLU STOCK			0				24	*1
PLU ZERO SALES			0		0		27	
PLU ZERO SALES BY DEPT			0		0		27	
PLU MINIMUM STOCK			0				28	*1
UPC			0	0	0	0	09	*2
UPC BY DEPARTMENT			0	0	0	0	01	
UPC STOCK			0				04	*2
UPC ZERO SALES			0		0		07	
UPC ZERO SALES BY DEPT			0		0		07	
UPC MINIMUM STOCK			0				08	
DYNAMIC UPC			0	0	0	0	69	
DYNAMIC UPC CLEAR REPORT				0			68	
DYNAMIC UPC CLEAR BY DEPT				0			67	
TRANSACTION			0	0	0	0	30	
CID			0				31	
TAX			0		0		33	
ALL SERVERS/CLERKS			0	0	0	0	40	
INDIVIDUAL SERVERS/CLERKS	0	0	0	0	0	0	41	
HOURLY			0	0			60	
HOURLY RANGE			0				60	*1
DAILY NET					0	0	70	
CUSTOMER SALES					0	0	85	*1
							89	
CUSTOMER BY SALES RANGE					0		86	*1
CUSTOMER NON-ACCESS					0		87	
CUSTOMER NO PAYMENT					0		88	
GLU			0	0			80	*1
GLU BY SERVER			0	0			81	
CLOSED GLU			0	0			82	*1
CLOSED GLU BY SERVER			0	0			83	
STACKED REPORT			0	0	0	0	90-91	